SECTION VIII:

THE USE OF CBIS

FOR

STATE GRANT AND LOAN PROGRAMS

FOR

NON-STATE PROJECTS

PREFACE FOR STATE GRANT AND LOAN PROGRAMS

How to Enter the CBIS System

To begin the budget request process, use the Internet to log onto CBIS at https://cbis.dbm.state.md.us. Alternatively, you could visit the DBM web site at www.dbm.maryland.gov, click "Budget," click "Capital Budget," and on the right side of the screen in the CBIS block, click "LOGIN." A "LOGIN" Screen will appear. If you do not have a user name and password, call the Annapolis "Help Desk" at 410-260-7778 to register and secure them. Enter your "username" and "Password" in the appropriate fields. Click "LOGIN" and the CBIS "Home Page" will appear. It will show a list of "Current Requests," which lists all the projects/programs requested and recommended for your State Agency in the current capital improvement program.

How to Enter a Project/Program in CBIS

If the project/program that you want to edit is **already in CBIS**, it will be listed under its formal "Request Title" on the CBIS "Home Page." If you have many projects/programs, they might be listed on more than one page. Click on the page numbers at the bottom right of the screen until you find the page with the project/program of concern. Click on the "Request Title" for that project/program and the "Main Information" View Screen will appear.

If the project/program has **never been entered** in CBIS, click "Create a New Request" on the light yellow tool bar on the CBIS "Home Page." CBIS will direct you to a "New Request" Screen. For a Non-State Owned Program, click on "New Program" under "Request Type" and "Grant and Loan" under "Ownership." Then click "Save" and CBIS will take you to the "Main Information" Input Screen. You must enter information in the "Title," "Agency," "Legislative District," and "Subdivision" fields, otherwise a "warning prompt" will occur when you click "Save." After the Screen has been successfully saved, a "Main Information" View Screen will appear. It will show the information that you have just entered.

Regardless of which of the two ways you have chosen to enter a project/program in CBIS, you can now select any menu option on the dark yellow tool bar by clicking on the desired option. A View Screen or Input Screen for that option will then appear. For directions about entering data/information in the fields shown on the chosen screen, refer to the relevant screen shots in this section. Titles at the top of the pages will identify the particular menu or sub-menu that are being discussed on each page.

How to Navigate Through the CBIS Screens

Various Menus will appear in the dark yellow tool bar at the top of the "Main Information" View Screen; each of the Menus defines a different category of information.

Some of these Menus are used for the preparation of a submission for a Non-State Owned Program. They are: Home, Main, Cost and Funds, Prior Activity, Activity, Planned Activity, and Projects. Two of these Screens, Cost and Funds, and Projects, have "Sub-Menus" which appear on a light yellow tool bar immediately beneath the dark yellow tool bar. In order to enter information in a particular Sub-Menu, it is <u>important</u> to remember that you must click on the "Menu" on the dark yellow tool bar first, then the particular "Sub-Menu" of interest on the light yellow tool bar. For example, to enter "Cost and Funds" for "Last Year's Planned," click the "Cost and Funds" Menu on the dark yellow tool bar first, then click the "Last Year's Planned" Sub-Menu on the light yellow tool bar.

The menu item, "Submit," is discussed in more detail below.

How to Print a Copy of Your Request

You may print a copy of the request at any time during its preparation by clicking "View Reports," the third option on the yellow tool bar on the CBIS Home Screen. CBIS will display a "Select Report Category"; click "Capital Budget Worksheets." For Grant and Loan Programs, select the name of your agency from the drop down menu beside "Request." Depending upon your selection, CBIS will present you with additional drop-down menus for "Sub-Agency" and "Request."

Beneath the fields in which you just entered information, you will see a variety of print options, each with a small box. About halfway down the screen, click the boxes for "Part I Agency Funding Request for Capital Grant and Loan Program," "Part II Summary of Proposed Use of Available Funds for Current Fiscal Year," and "Part III Summary of Requested Projects for Capital Grant and Loan Program."

Scroll to the bottom of the page and click "Generate Reports." A window will open showing the output file in an Adobe format. Using the tool bars at the top of the Adobe output view screen, you can print or save your selection.

To print Form IIIA, which shows the individual requested projects, return to the top of the screen. From the drop-down menu opposite "Project" select the particular project you wish to print. Check the small box before "Part IIIA - Detail of Requested Project Associated with Capital Grant and Loan Program," click "Generate Reports," and print a copy of the report from the Adobe Screen that appears.

If you want an output format other than Adobe for an individual project, click "Select Output Format." A drop-down menu will appear, allowing you to select PDF (Adobe), Excel, or MS Word as alternative output formats. Click "Generate Reports" and a second window will appear showing the output file in the format selected.

How to Submit the CBIS Forms to DBM

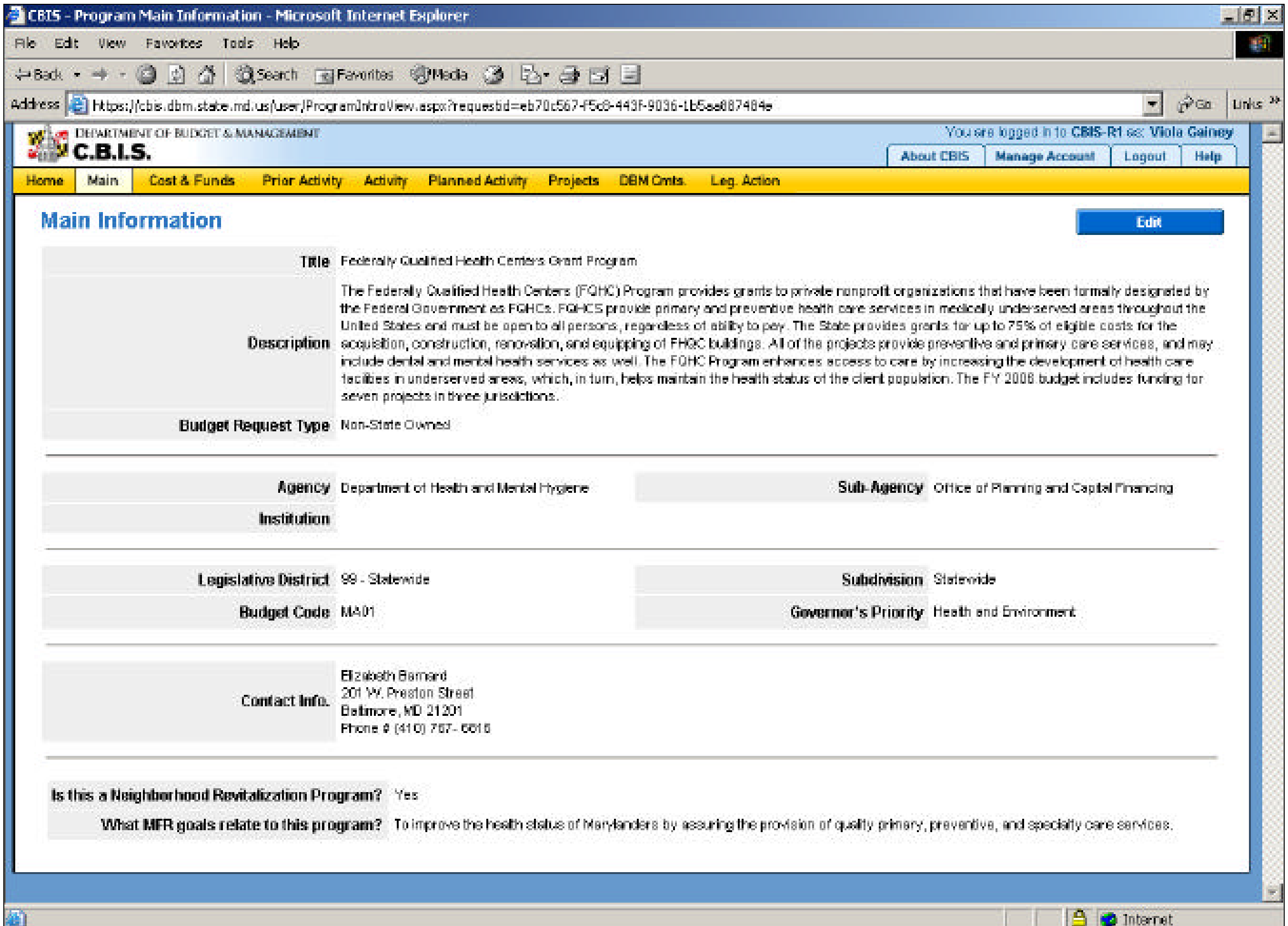
Before submitting a copy of your request to DBM, it is recommended that you first print a copy to review. Follow the instructions above for "How to Print a Copy of Your Request." Once you are satisfied that your request is accurate, all you have to do is click the blue submit button that appears on the dark yellow tool bar, except when you are in the CBIS "Home Page."

If your CBIS Login identifies you as an Agency User, clicking "Submit Request" will forward the Request to your Agency Budget Officer. After submitting the budget request, the Agency User can only view, not change, the submission. If changes are required, the Agency Budget Officer may edit the material before submitting it to the Office of Capital Budgeting. Alternatively, the Agency Budget Officer might choose to return the submission to the Agency User for changes. To do so, the Manager should click on the "Main Information" View Screen. Click "Edit" and the "Main Information" Input Screen will appear. Click "Request Status" and select "Unsubmit" from the drop-down menu.

If your CBIS Login identifies you as an Agency Manager, clicking "Submit Request" will forward the Request to your DBM Capital Budget Analyst in the Office of Capital Budgeting (OCB). After OCB receives the request, the Agency Manager can only view, not change, the submission. If changes are required, the OCB Capital Budget Analyst must be contacted in order for the submission to be returned to the agency. The OCB Capital Budget Analyst may also elect to return the submission to the Agency Manager if the submission is deemed to be inaccurate, incoherent, or incomplete.

NOTE: Screen shots displayed in this manual will show more menu options than are available for agency users and agency managers. These menu options will not appear on the actual screens of agency users and agency managers. They are for the exclusive use of OCB capital budget analysts and CBIS administrators.

State Grant and Loan Program
Main Information (Part I) Screen



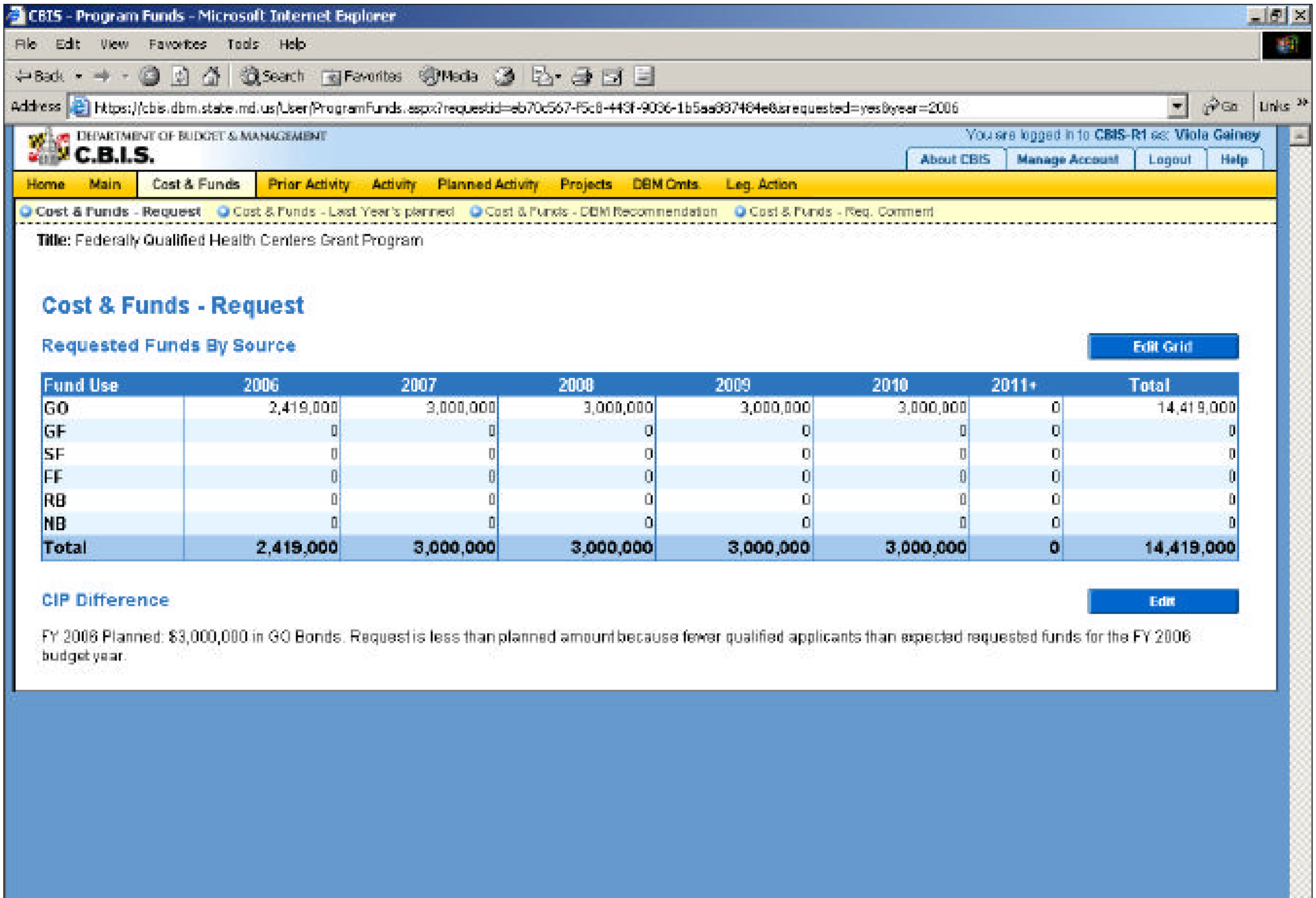
Click "Edit" on the "Main Information" Data Screen shown above.
An Input Screen will appear with fields to enter the required "Main Information."

Title	Enter the name of the program.
Description	Describe the program by indicating • The type of funding the program provides (e.g. grant or loan). • The kind of organization or institution that receives the funding (e.g. health facility). • The specific capital activities that grantees can use the funds for (e.g. construction). • The kind of services that recipients of the funding provide (e.g. mental health • services). • An indication of any cost-sharing criteria and any funding guidelines. • A statement that describes any outcomes of the service provided. An "outcome" describes the desired improvement in the condition or situation of the individuals who use the services provided by the funding recipients (e.g. enhance access to health care). • A statement indicating the number of grantee projects being requested in the upcoming fiscal year. When appropriate, the grantees should be grouped by type of services provided. • A statement of statutory guidelines and enabling legislation, if appropriate.

State Grant and Loan Program
Main Information (Part I) Screen (Continued)

Budget Request Type	This field will be populated by CBIS indicating the type of budget request (i.e. State Owned or Non-State Owned.) This field is shown on the View Screen only.
Request Status	This field indicates the status of the budget request and is shown in the "Edit" Screen only. The "Unsubmitted" status allows the Agency User to View and Edit, and the Agency Manager to View only. The "Submitted to A/Mgr" status allows the Agency User to View only, and the Agency Manager to View and Edit. The "Submitted to DBM" status allows the Agency User and Agency Manager to View Only, and DBM to View and Edit. The Agency Manager can select "Unsubmitted" from the drop down menu to return the budget request to the Agency User.
Agency	Select from the drop-down menu.
Sub-Agency	Select Sub-Agency from the drop-down menu or leave blank.
Institution	Select Institution from the drop-down menu or leave blank
Legislative District	From the drop-down menu, select "99 - Statewide."
Subdivision	From the drop-down menu, select "Statewide."
Budget Code	Select from drop-down menu the appropriate budget code for the State Agency, or the Sub-Agency, or the Institution that administers the program.
Governor's Priority	Enter the Governor's priority from the drop-down menu. The priorities are Education, Health and Environment, Public Safety and Safer Neighborhoods, Commerce, and Other projects. Use your judgment as to where you feel your project should be prioritized.
Contact Info.	Select from the drop-down menu, if not available, insert the name, address, and telephone number of the person who should be contacted to answer any questions from the review agencies.
Neighborhood Revitalization Program	Click on "Yes" or "No" depending on whether it is located in a "Priority Funding Area." A Neighborhood Revitalization Project is a project in a neighborhood designated as a priority funding area where State and local governments want to target their efforts to encourage and support development and new growth. Examples include the Canal Place Redevelopment, Salisbury Regional Claims Center, or Preston Streetscape Improvements.
MFR Goals	MFR goals can be found in the operating budget books under the Division or Sub-Agency whose mission and goals define the goals of the program. Select the goals that this program addresses. Click "Save." For the "Save" command to function, it is necessary that <u>at least</u> the "Title," "Agency," "Legislative District," and "Subdivision" information fields be completed. If this information has been entered, the "Main Information" View Screen will appear showing all of the information that you have just entered. If corrections or additions are required, click on "Edit" and make changes. When finished, click on "Save" and the "Main Information" View Screen will appear.

State Grant and Loan Program
Cost & Funds (Part I) Screen



<table>
<tr><td colspan="2" align="center">Click on “Cost & Funds” on the dark yellow tool bar.
The “Cost & Funds - Request” View Screen will appear.</td></tr>
<tr><td>Requested Funds By Source</td><td>Click “Edit Grid” for “Requested Funds by Source” table. An Input Screen will appear with “fields” to enter the required fund source data.

In the appropriate cells enter the dollar amount of your request by year and fund source rounded to the nearest $1,000.

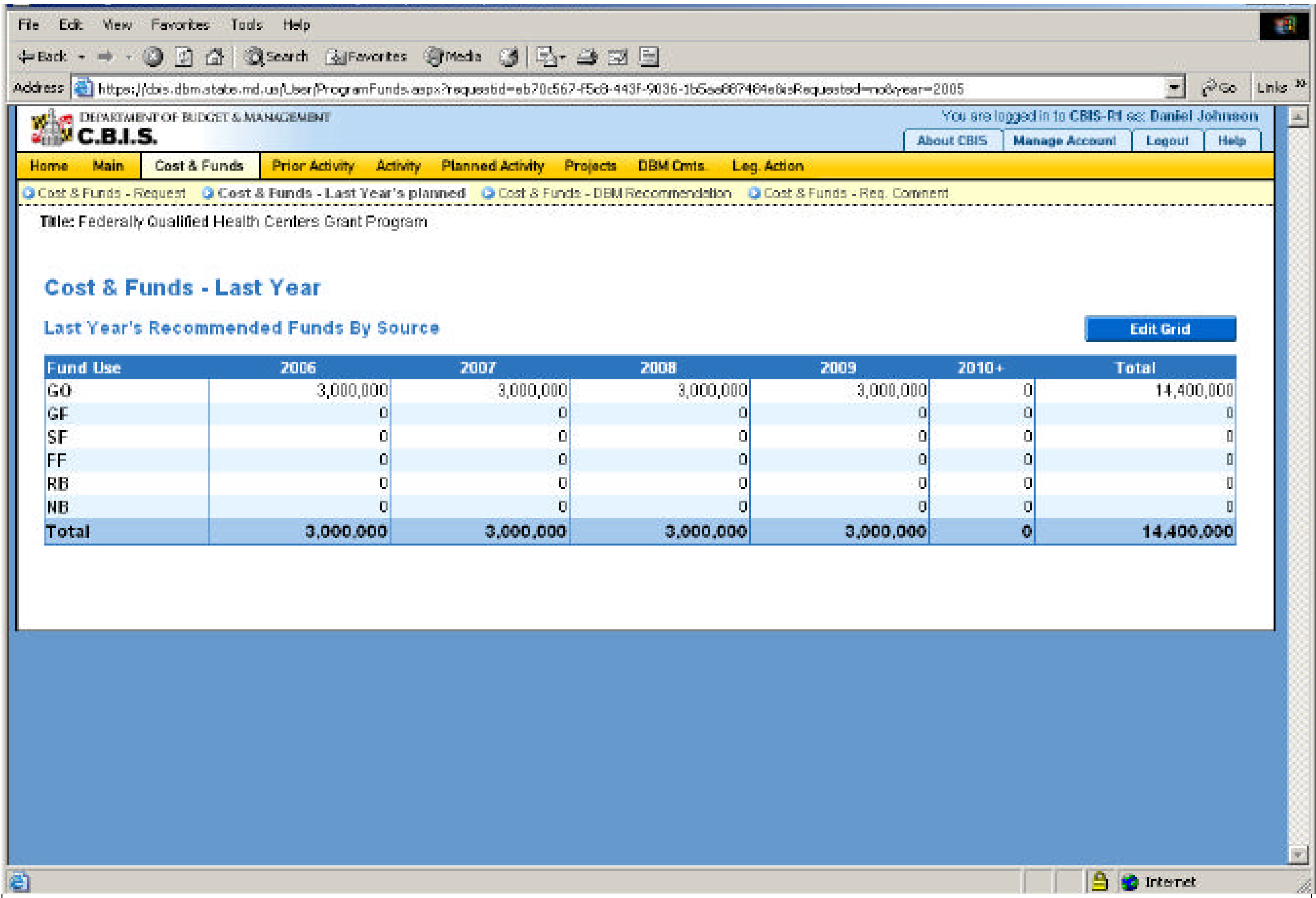
Click “Save” and the “Cost & Funds - Request” View Screen will appear, and the fund source data that you have just entered will appear on this Screen. The column and row totals will be calculated by CBIS.</td></tr>
<tr><td>CIP Difference</td><td>Click “Edit” next to “CIP Difference” on the “Cost and Funds - Request” View Screen and a text “window” box will appear titled “CIP Difference.”

Text in this box should compare the funding planned in the CIP with the funding actually being requested. Begin by stating, “FY20__ Planned:” After the colon, state the amount of funds, the type of funds (e.g. GO, GF) that were planned in the Capital Improvement Plan for the fiscal year under consideration. If the planned Capital Improvement Plan contains more than one kind of funding and funding amount, indicate both, separating each of the different funding groupings by semicolons.</td></tr>
</table>

State Grant and Loan Program
Cost and Funds (Part I) Screen (Continued)

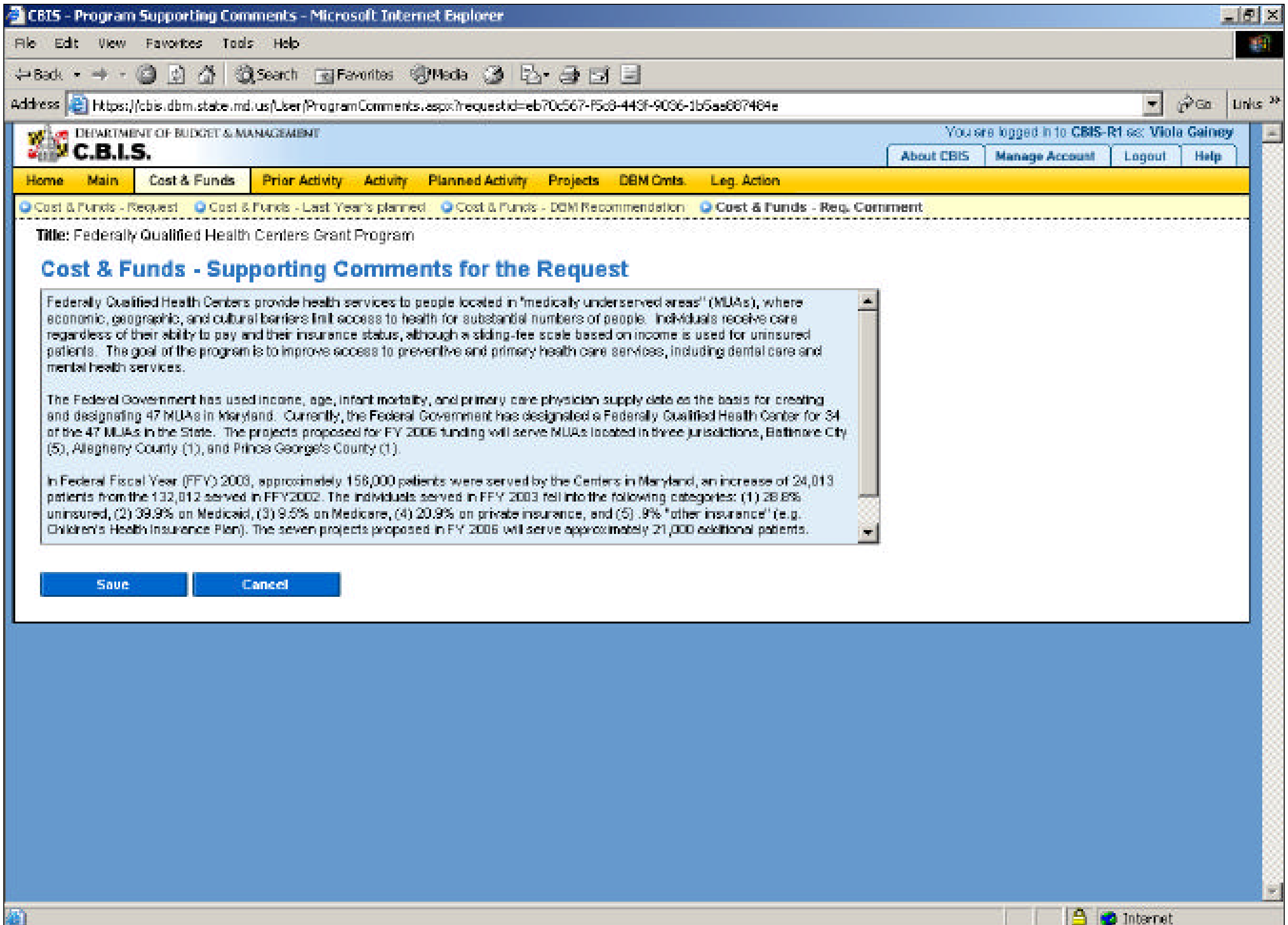
CIP Difference (Continued)	After entering the planned CIP information, provide a sentence that indicates whether the requested amount of funding is consistent with or different from the planned CIP funding. Explanations for your request should be entered as follows: 1. If the amount requested is within 5% of the amount planned, state "The amount requested is generally consistent with the amount planned in the CIP." 2. If the amount requested is more than 5% of the amount planned, state "The amount requested is more than 5% greater or less than the amount planned in the CIP." Then state the reason for the difference. 3. If the program was not planned for funding in the upcoming fiscal year, state "Not in CIP." A sentence should then be added that explains why the program was added to the upcoming fiscal year's CIP. 4. If the program had planned funding for an out year, but was "brought forward" to the fiscal year under consideration, state "FY 20XX Planned: $0. Funding planned in FY 20YY through 20ZZ." If the funding extended beyond the CIP, add ". . . and beyond." A sentence should then be added to explain the amount requested for the upcoming year and why the funding has been "brought forward." Click "Save" and the "Cost & Funds - Request" View Screen will appear and the textual material that you just entered will appear on the Screen. If changes or additions are required, click on "Edit," make the changes/additions, and click "Save."

State Grant and Loan Program
Cost & Funds - Last Year's Planned (Part I) Screen



Click "Cost & Funds - Last Year's planned" on the light yellow tool bar. The "Cost & Funds - Last Year" View Screen will appear.	
Cost & Funds - Last Year	Click "Edit Grid" and a "Cost & Funds - Last Year" Input Screen will appear with fields to enter fund sources for different fiscal years. CBIS should roll this information over from last year. In the event this screen is blank, then in the appropriate cells enter the dollar amount <u>recommended</u> in the current CIP for this program. DO NOT enter the amount you <u>requested</u>. The source for information about the recommended funding is DBM's Capital Budget Volume. Click "Save" and the "Cost & Funds - Last Year" View Screen will appear and the fund data that you entered will appear on the screen. The column and row totals will be calculated by CBIS.

State Grant and Loan Program
Cost & Funds - Supporting Comments for the Request (Part I) Screen



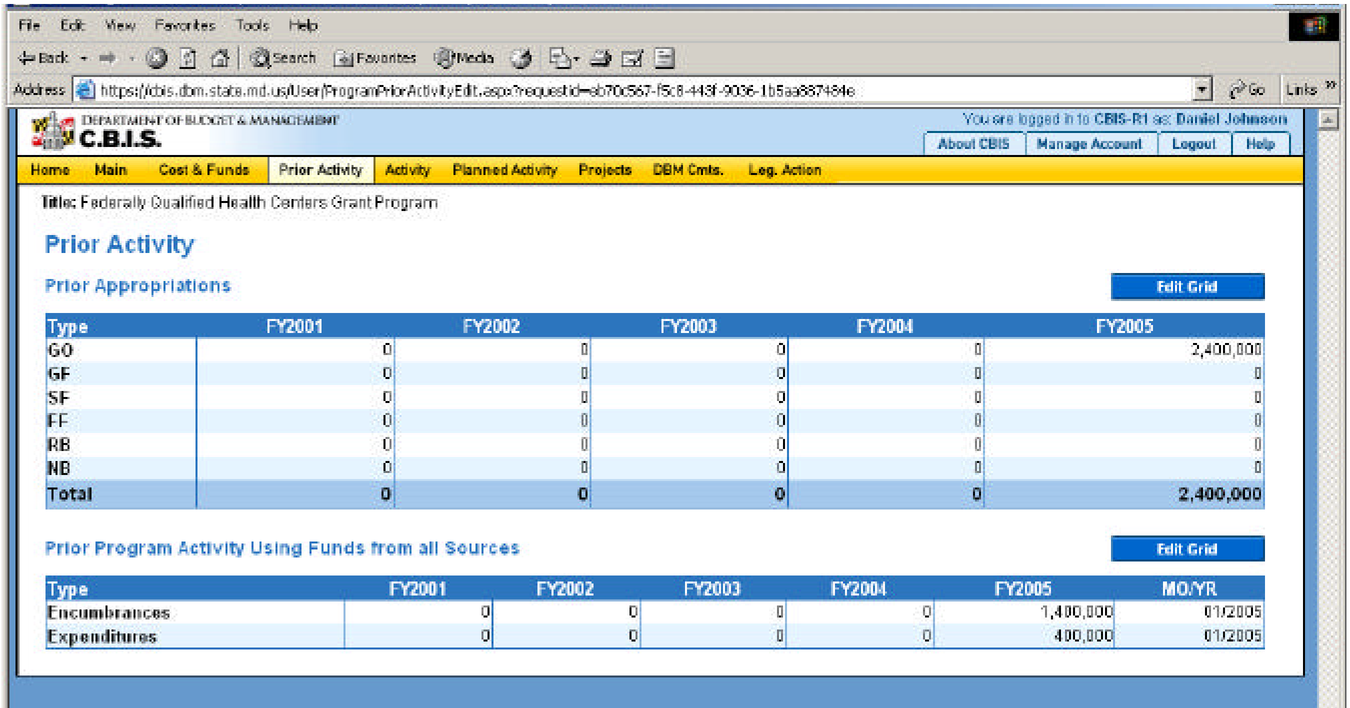
Click on "Cost & Funds - Req. Comment" on the light yellow tool bar.
The screen for "Cost & Funds - Supporting Comments for the Request" will appear.
The text may be directly entered into this screen.

Supporting Comments	This screen provides the opportunity to address the need for this program and the value your agency and the State will get from funding the program. You should provide outcome data, and you should provide data that measures the amount of services that the program produces. Regarding outcome data, provide an outcome measure that indicates the current achievement of the program and the outcome target value that the program wants to achieve. For example, you might say, "The percentage of individuals who are "drug free" five years after the last receipt of a drug treatment regimen will increase from the current rate of 16% to the target rate of 25%." Note that outcome data does not refer to money, but rather the benefit that will be gained from the expenditure of the money. Explain why the selected measure has been chosen as an outcome measure. If the target value has not been achieved, please explain possible reasons. For example, reluctance of intended beneficiaries of the program to come forward, management difficulties, or constraints of federal/ State law.

State Grant and Loan Program
Cost & Funds - Supporting Comments for the Request (Part I) Screen (Continued)

Supporting Comments (Continued)	Regarding amount of services, the following three measures should be provided. They are: 1. the current service volume provided by the program; 2. the increase in the service volume expected from the funding requested; and 3. the total service volume which still remains to be met after the funding request. "Service volume" can be measured in a variety of ways, such as numbers of individuals served, number of acres acquired, and linear feet of stream bank cleared. An example using a substance abuse program is: 1. 1,600 individuals are currently served; 2. requested funding will result in service for 250 more individuals; and 3. 1,500 individuals remain to be served. Then, discuss the gap between services provided and the services needed, and your plans for addressing this gap. Click "Save" and the "Cost & Funds - Request" View Screen will appear. If you want to view the information entered, click on "Cost & Funds - Req. Comments" on the light yellow tool bar. If changes or additions are required, they can be directly entered. When finished, click "Save" to keep the changes/additions or "Cancel" to keep as originally entered. Note: If you cut and paste from a Word document, formatting and tables will be lost. Use text files to cut and paste; however, highlights, bolds, and spacing will be lost.

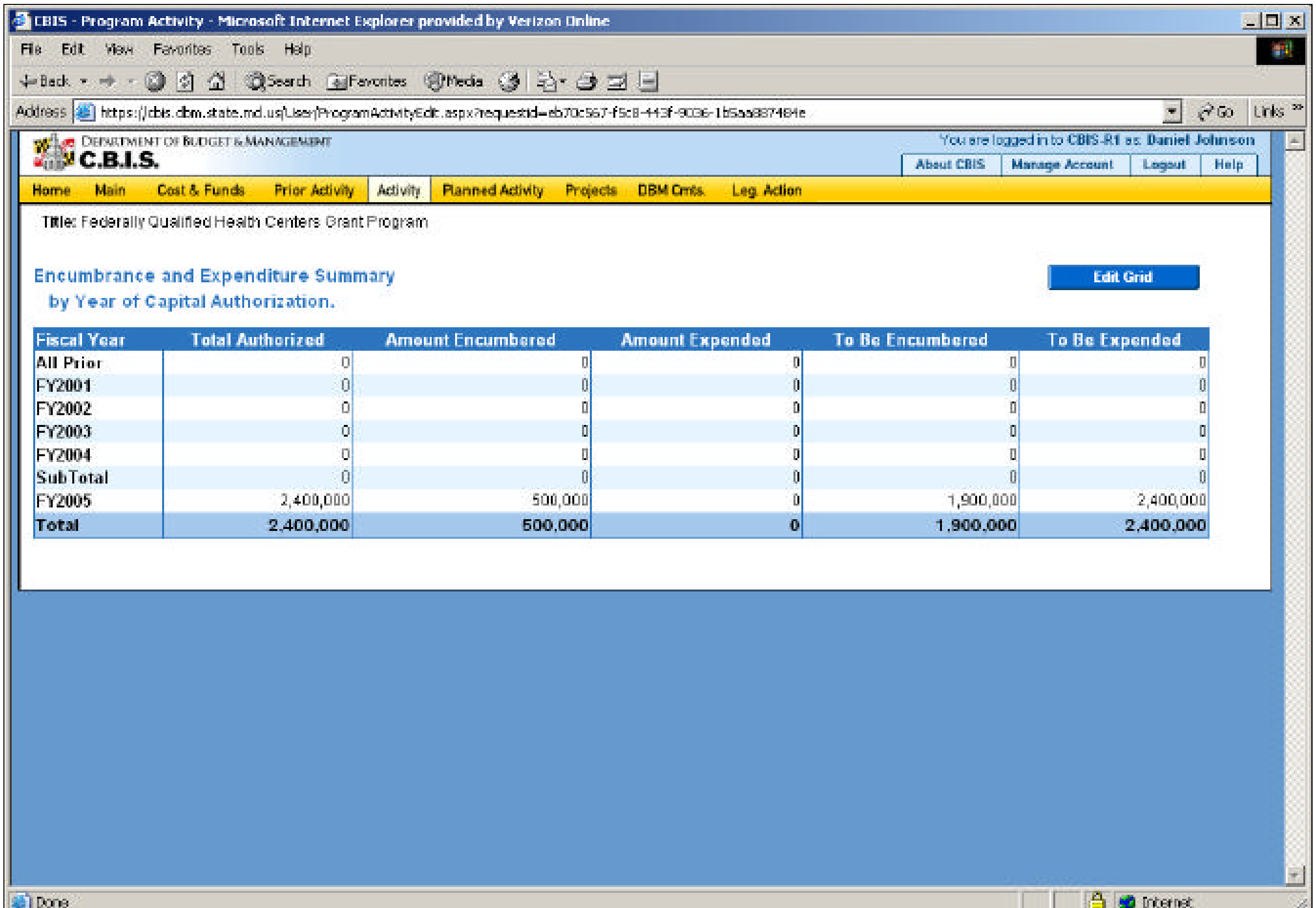
State Grant and Loan Program
Prior Activity (Part I) Screen



Click “Prior Activity” on the dark yellow tool bar and the “Prior Activity” View Screen will appear.

Prior Appropriations	Click “Edit Grid” for the “Prior Appropriations” table and the Input Screen for “Prior Activity” will appear. Fields in the “Prior Appropriations” will be available to enter data for different types of prior funding (e.g. GO, GF). CBIS should roll this information over from last year. In the event this screen is blank, enter the amount of funds authorized in each of the last five fiscal years by fund type. Click “Save” and the data that you just entered will appear on the “Prior Activity” View Screen. The column and row totals will be calculated by CBIS.
Prior Program Activity	Click “Edit Grid” for “Prior Program Activity Using Funds from all Sources” and the Input Screen for “Prior Program Activity Using Funds from all Sources” will be available for entering data for prior encumbrances and expenditures. Report actual fiscal year cash flow activity by entering the amount of funds encumbered and expended in each of the last five fiscal years, regardless of which fiscal year they were authorized. An “encumbrance” is defined as a “legal commitment of funds.” An “expenditure” is the actual amount of funds spent. Since expenditures are not linked to appropriations in this table, it is possible for expenditures to exceed appropriations in any given fiscal year. For the current fiscal year, enter the latest available encumbrance and expenditure data. Enter the month/year of the data. The data may be one or two months prior to the date of submittal. OCB will call to update these figures prior to the start of the next Legislative Session. Click “Save” and the “Prior Activity” View Screen will appear, and the encumbrance/expenditure data that you just entered will appear on the screen.

State Grant and Loan Program
Encumbrance and Expenditure Summary (Part I) Screen



Fiscal Year	Total Authorized	Amount Encumbered	Amount Expended	To Be Encumbered	To Be Expended
All Prior	0	0	0	0	0
FY2001	0	0	0	0	0
FY2002	0	0	0	0	0
FY2003	0	0	0	0	0
FY2004	0	0	0	0	0
SubTotal	0	0	0	0	0
FY2005	2,400,000	500,000	0	1,900,000	2,400,000
Total	**2,400,000**	**500,000**	**0**	**1,900,000**	**2,400,000**

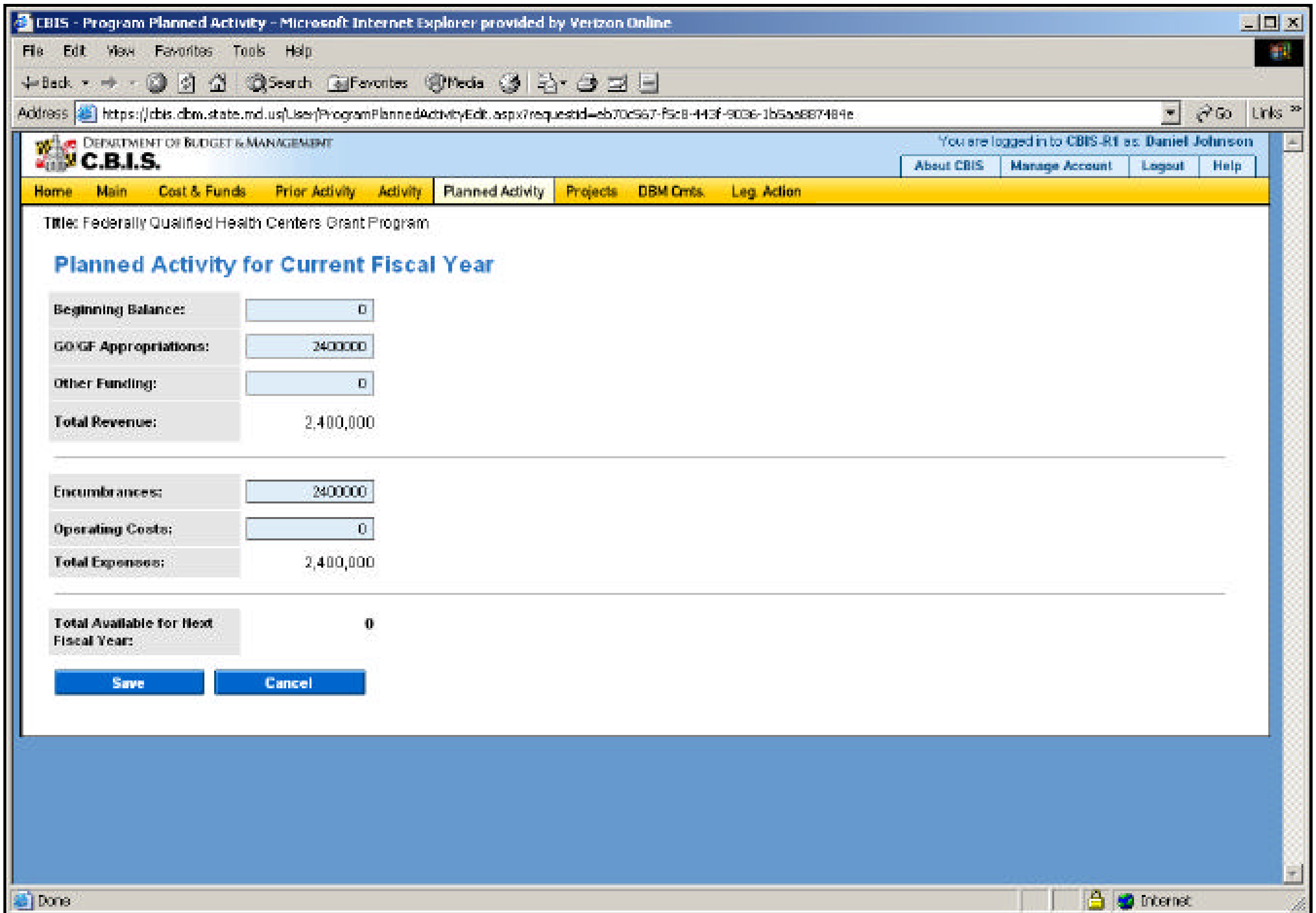
Click on "Activity" on the dark yellow tool bar.
An "Encumbrance and Expenditure Summary by Year of Capital Authorization" View Screen will appear.

Encumbrance and Expenditure Summary	Click "Edit Grid" for "Encumbrance and Expenditure Summary by Year of Capital Authorization." An Input Screen will appear with fields for entering encumbrance/expenditure data. **Note:** Do not complete this section for loan or guarantee programs. This table asks for information about prior authorizations and your ability to encumber and expend funds from these authorizations. Only include General Obligation Bond or Paygo funding (General, Special, Federal Funds.) Total Authorized refers to the amount appropriated by the General Assembly by fiscal year. Amount Encumbered refers to total funds encumbered from the total funds authorized for a given fiscal year, regardless of when they were encumbered. Amount Expended refers to the total funds spent from the total funds encumbered for a given fiscal year, regardless of when the funds were spent.

State Grant and Loan Program
Encumbrance and Expenditure Summary (Part I) Screen (Continued)

Encumbrance and Expenditure Summary (Continued)	In the “All Prior” row enter the amounts authorized, encumbered and expended since inception of the program. Enter the same type of information as in the rows identified with a fiscal year. **Note:** The “Total Authorized” for each Fiscal Year should be the same as the totals for each Fiscal Year on the “Prior Activity” screen. Click “Save” and the “Encumbrance and Expenditure Summary by Year of Capital Authorization” View Screen will appear and it should show all of the data that you just entered. CBIS will calculate the “To Be Encumbered” and “To Be Expended” columns, as well as the “Subtotal” and “Total” rows.

State Grant and Loan Program
Planned Activity for Current Fiscal Year (Part I) Screen



Click "Planned Activity" on the dark yellow tool bar.
The "Planned Activity for Current Fiscal Year" screen will appear.
The text may be directly entered into this screen.

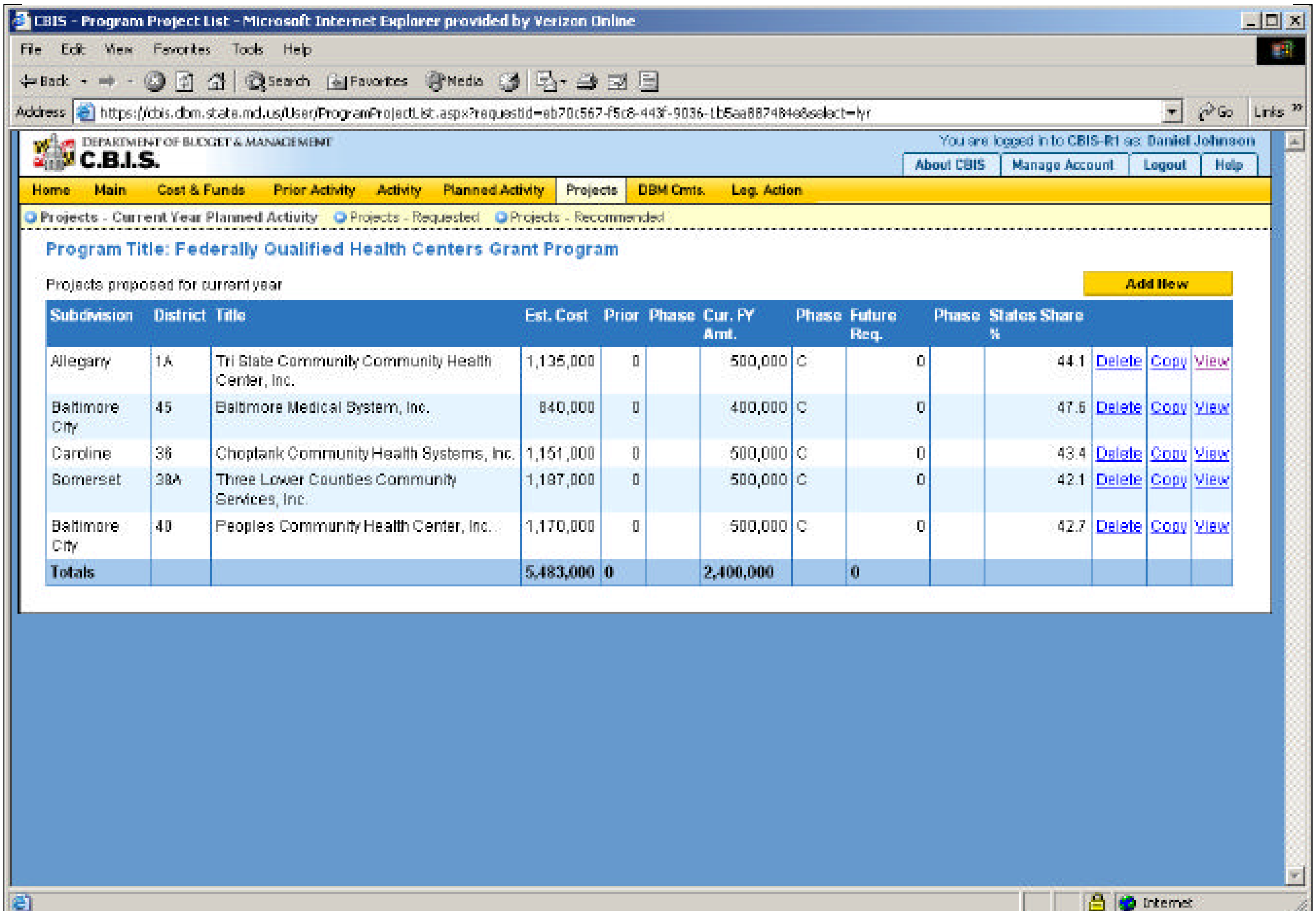
This screen shows the expected year-end fund balance for the current fiscal year after "total expenses" are subtracted from "total revenue" in the current fiscal year.

Beginning Balance	This is the beginning fund balance for the current fiscal year. Enter the unencumbered balance available to the program on the first day of the current fiscal year. Enter a zero if the program had no balance.
GO/GF Appropriations	Enter the sum of General Obligation Bonds and General Funds the program received for the current fiscal year. Note: This field is populated from "Prior Activity – Prior Appropriations" FY 2006 GO/GF Funds. If the populated number is incorrect, explain why in "Cost & Funds" - "Cost & Funds - Req. Comments."
Other Funding	Enter the amount of any other funding the program received for the current fiscal year, such as Special Funds, or Federal Funds.

State Grant and Loan Program
Planned Activity for Current Fiscal Year (Part I) Screen (Continued)

Encumbrances	Enter the program's anticipated encumbrances. The amount entered should be the same as the total amount on a subsequent screen entitled "Projects Proposed for Current Year."
Operating Costs	If there are anticipated operating expenses and indirect charges that are authorized by law, then enter this amount. Click "Save." After clicking "Save," the "Projects" screen on the dark yellow tool bar will appear. In the "Planned Activity" screen, CBIS will calculate the "Total Revenue," "Total Expenses," and "Total Available for Next Fiscal Year." To view this screen, click "Planned Activity" on the dark yellow tool bar. Changes and additions may be entered, click on "Save" to keep the changes, and "Cancel" to keep the screen without the changes.

State Grant and Loan Program
Projects - Current Year Planned Activity (Part II) Screen



Click "Projects" on the dark yellow tool bar and the "Projects - Requested" screen will appear.
Click "Projects - Current Year Planned Activity" on the light yellow tool bar.

Projects For Current Year Activity

Information in this screen should roll over from last year's recommendations. This list includes all authorized projects which have been, or are expected to be, encumbered during the current fiscal year. However, the list should be reviewed for the following issues:

1. Removal of projects from the list for reasons such as legislative cuts, cancellation, or de-authorization. To do so, click "Delete" next to the project of concern.
2. Addition of projects due to legislative authorization. To do so, click "Add New." Verification that the information for all projects remaining on the list is complete and accurate. To do so, click "View" and an "Edit" screen will appear.

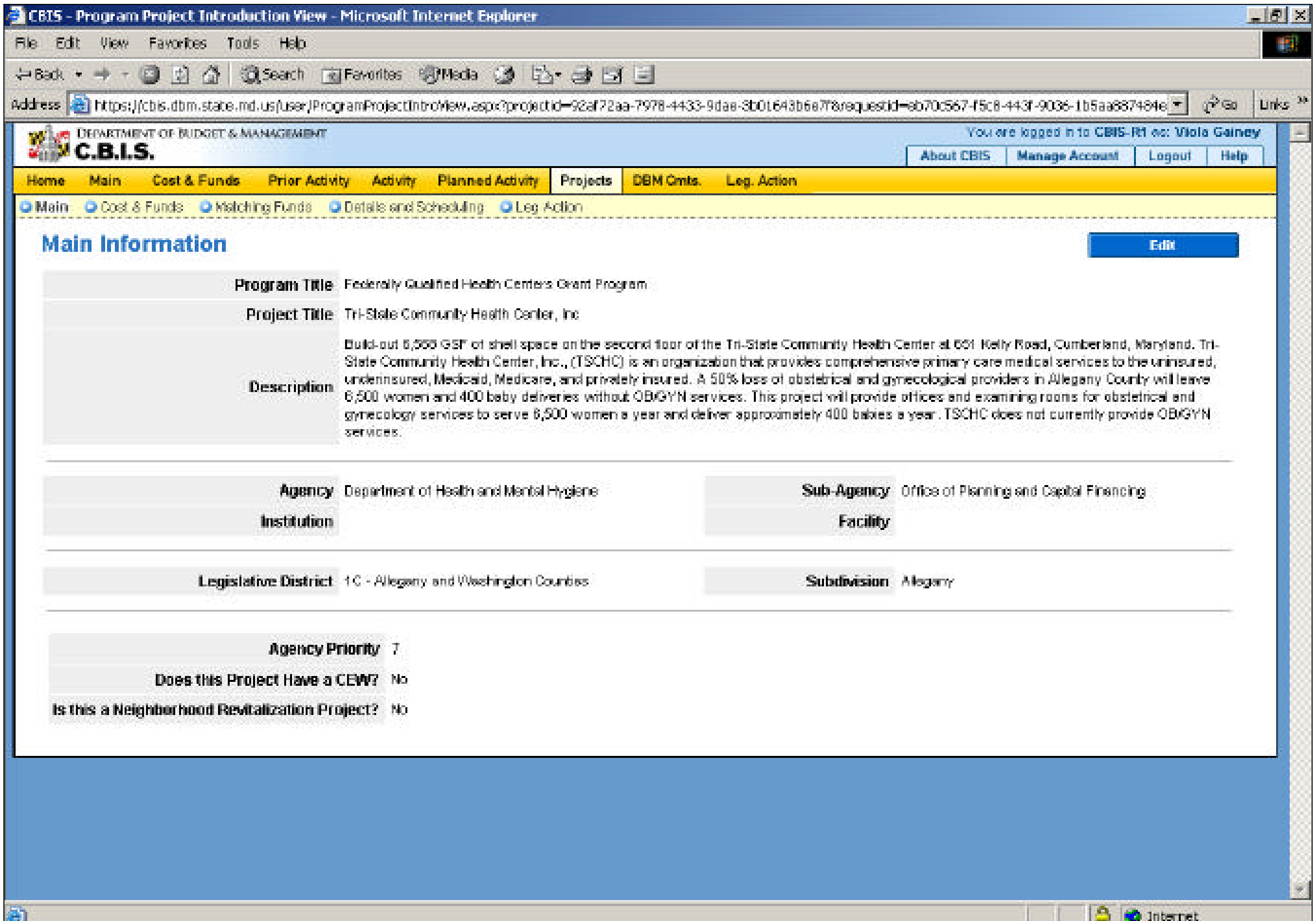
The following material provides important information about the use of "Delete," "View," and "Add New."

1. <u>Delete</u> - If there is a project that was rolled over by CBIS, but will not be encumbered in the current year, this project can be deleted by clicking "Delete."

State Grant and Loan Program
Projects - Current Year Planned Activity (Part II) Screen (Continued)

Projects For Current Year Activity (Continued)	**CAUTION:** Once the delete button is selected, the project is deleted and cannot be retrieved. Using the Internet "Back" button to "undelete" will prompt an error in CBIS and take you to the log in screen. 2. View (Same as Edit) - CBIS will roll over projects from the previous year's submission. To begin the process of editing, click "View" on each row containing a project whose information and data should be checked for accuracy and completeness. The "Main Information" Screen will appear. You should check the material on this screen, as well as the "Cost & Funds," "Matching Funds," and "Details and Scheduling" sub-menu screens. **Note:** Clicking "Save" on the "Details and Scheduling" screen will bring you back to the "Main" screen for the project being reviewed. To review, add, or delete additional projects for the current year, click the "Projects" menu on the dark yellow tool bar (already highlighted). This will take you to the "Projects - Requested" screen. Click on "Projects - Current Year Planned Activity" on the light yellow toolbar and proceed as outlined in the above paragraph. 3. Add New - If CBIS did not roll over projects from the previous year, or the current year includes new projects, they will have to be added to the "Current Year Planned Activities" funded projects list. Click "Add New" and follow the instructions beginning on the next page. **Note:** If your grant program permits redistribution of surplus funds for previously unidentified projects, you will also need to add these new projects to the data base. To do so, complete the screens that follow after clicking "Add New."

State Grant and Loan Program
Projects - Current Year Planned Activity (Part II) Main Information Screen

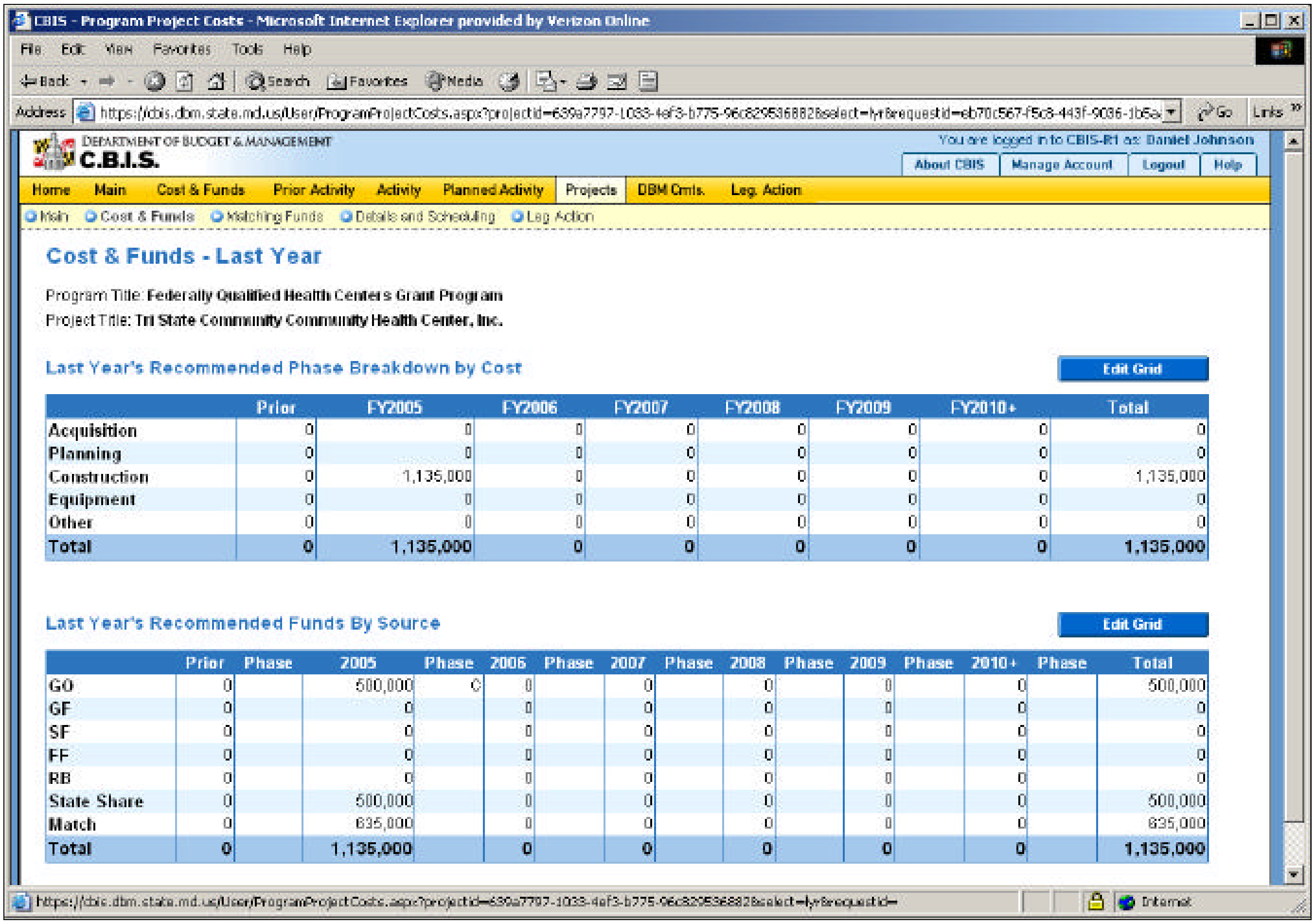


The "Main Information" screen can be used to **edit or add** a new project to the **current** year planned activity. To **add** a new project, click "Projects - Current Year Planned Activity" on the light yellow tool bar. A screen showing a list of projects proposed for the current year will appear. Click "Add New" on this screen and the "Main Information" Input Screen will appear with fields available for data entry for a new project. To **edit** a project already entered, click "Projects - Current Year Planned Activity" on the light yellow tool bar. The projects listed on the screen should roll over from last year's entries. Click "View" next to the project which you want to edit and the "Main Information" View Screen shown above will appear. Click "Edit" on this screen and the "Main Information" Input Screen will appear with fields available to be changed for the specific project.	
Project Title	Enter, or change, the name of the project.
Description	This information should roll over from your prior request. If editing, enter the desired changes. If this is a new project, or it is blank, describe the project and explain what is included in the scope of work and performance characteristics of the project. The first sentence should begin with a verb which indicates the specific capital activity (e.g. design, construct) that the grantee will undertake with the funds. The remainder of the sentence should indicate the location, the name of the grantee, a description of the services that the grantee provides, and the specific kinds of clients who receive the services.

State Grant and Loan Program
Projects - Current Year Planned Activity (Part IIA) Main Information Screen (Continued)

Description (Continued)	The remainder of the description should contain the following: • If the project is phased, note the number of phases and the phase to be funded with this request. A description of the phases should then be described in a subsequent screen entitled "Supporting Comments and Justification." • The existing facility problems that the capital funding is intended to solve. • A description of how the facility problem has interfered with the effective delivery of the grantee's services. • A description of how completion of the capital project will improve the grantee's delivery of services. • The number of clients who need to be served. • The number of clients currently served. • The number of clients who will be served upon completion of the project.
Institution	Field not used for Non-State Owned Programs.
Facility	Field not used for Non-State Owned Programs.
Legislative District	From the drop down menu, select the appropriate State Legislative District in which the project is located.
Subdivision	From the drop down menu, select the appropriate subdivision in which the project is located. If the project serves several jurisdictions, select "Regional." If the project serves the entire State select "Statewide." If the project is not located within Maryland, select "Regional" or "Statewide."
Agency Priority	No entry required or available.
Does This Project Have a CEW?	There is no need to fill in a Cost Estimate Worksheet for a project that has already been funded. Click "No."
Is this a Neighborhood Revitalization Project?	Click on "Yes" or "No" in the appropriate circle. A Neighborhood Revitalization Project is a project in a neighborhood designated as a priority funding area where State and local governments want to target their efforts to encourage and support development and new growth. Examples include the Canal Place Redevelopment, Salisbury Regional Claims Center, or Preston Streetscape Improvements. Click "Save" and you will be able to examine the information that you just entered on the "Main Information" View Screen. If any corrections or additions are required, click "Edit" and follow the above procedures. Click "Save" to keep your changes; click "Cancel" to keep the information previously entered.

State Grant and Loan Program
Projects - Current Year (Part IIA) Cost & Funds Screen



CBIS - Program Project Costs - Microsoft Internet Explorer provided by Verizon Online

DEPARTMENT OF BUDGET & MANAGEMENT C.B.I.S.

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Cost & Funds - Last Year

Program Title: **Federally Qualified Health Centers Grant Program**

Project Title: **Tri State Community Community Health Center, Inc.**

Last Year's Recommended Phase Breakdown by Cost

Edit Grid

	Prior	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	0	0	0	0	0	0	0	0
Construction	0	1,135,000	0	0	0	0	0	1,135,000
Equipment	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	**0**	**1,135,000**	**0**	**0**	**0**	**0**	**0**	**1,135,000**

Last Year's Recommended Funds By Source

Edit Grid

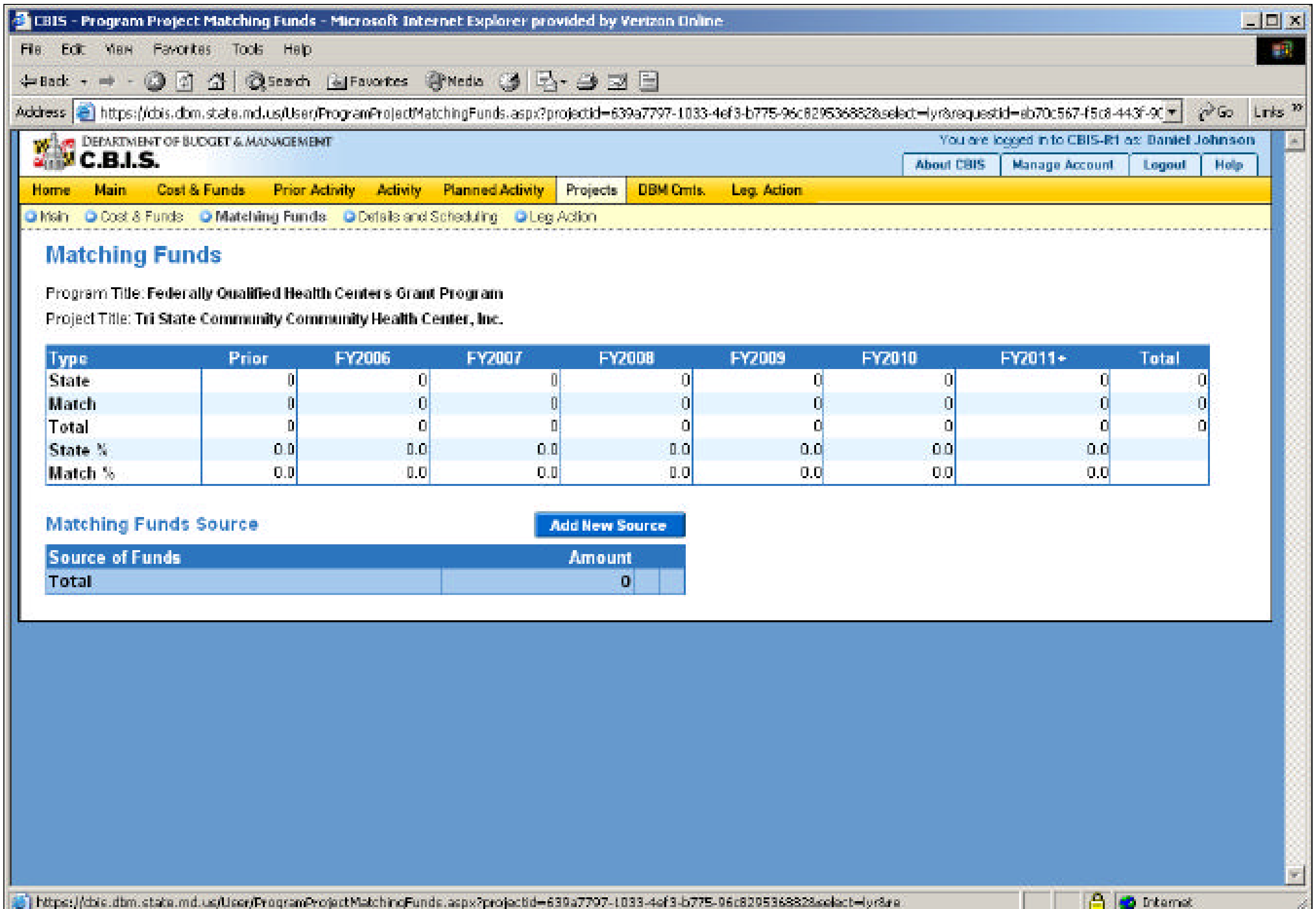
	Prior	Phase	2005	Phase	2006	Phase	2007	Phase	2008	Phase	2009	Phase	2010+	Phase	Total
GO	0		500,000	C	0		0		0		0		0		500,000
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	0		500,000		0		0		0		0		0		500,000
Match	0		635,000		0		0		0		0		0		635,000
Total	**0**		**1,135,000**		**0**		**0**		**0**		**0**		**0**		**1,135,000**

Click "Cost & Funds" on the light yellow tool bar.	
Recommended Phase Breakdown by Cost	Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." A Data Input Screen will appear with fields to enter the required data by fiscal year and project phase. Information entered in this table should show the total cost of the project, regardless of the source of funding. CBIS should roll this information over from last year. If adding a project, or the information did not roll over, enter the prior dollar amount allocated for this project in the "Prior" column by type of activity. In the fiscal year columns, enter the amount of funds to be requested (rounded to the nearest $1,000) for the project in the appropriate field. Click "Save." The Data View Screen for "Last Year's Recommended Phase Breakdown by Cost" will appear with the data you have just entered. CBIS will calculate the row and column totals <u>and</u> populate the "Match" and "Total" rows of the "Last Year's Recommended Funds By Source" table.
Recommended Funds By Source	Click "Edit Grid" for "Last Year's Recommended Funds By Source." An Input Screen will appear with fields to enter the required data by fiscal year and project phase.

State Grant and Loan Program
Projects - Current Year (Part IIA) Cost & Funds Screen (Continued)

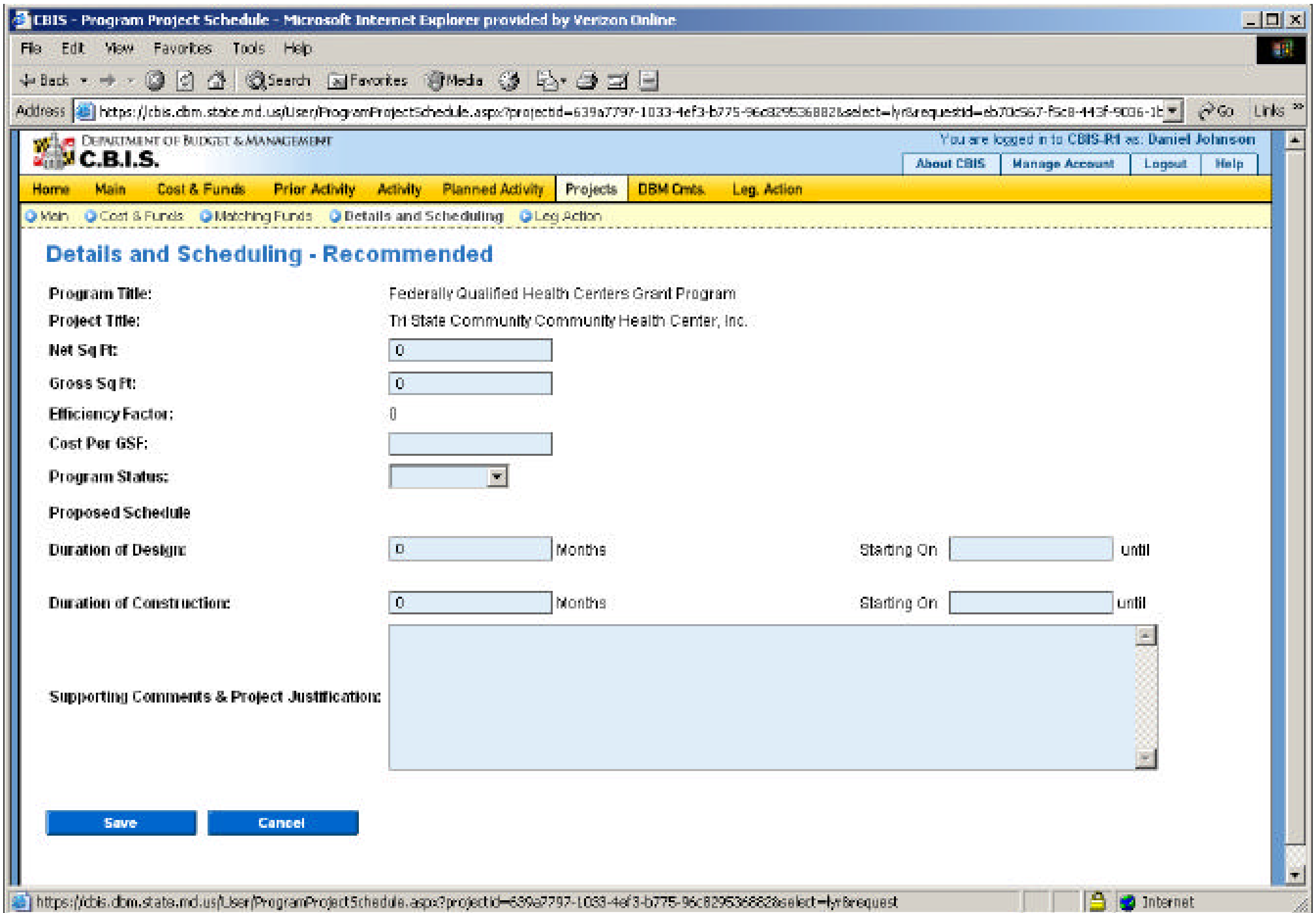
Recommended Funds By Source (Continued)	Enter only the amount of State funds authorized or to be requested for the project. CBIS should roll this information over from last year. If this screen is blank, or this is a new project, enter the type of State funds previously allocated for this project in the "Prior" column. In the fiscal year columns, enter the State funds to be requested (rounded to the nearest $1,000) in the appropriate field. In addition, in both the prior and fiscal year columns indicate with capital letters the phase of activity each year's funds will assist. Use A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively. Click "Save." The Data View Screen for "Last Year's Recommended Funds By Source" will appear with the data you have just entered. CBIS will calculate the row and column totals. The "Match" is the total project cost minus the combination of State funds available and to be requested.

State Grant and Loan Program
Projects - Current Year (Part IIA) Matching Funds Screen



Click "Matching Funds" on the light yellow tool bar.	
Matching Funds	Currently, CBIS does not populate the Matching Funds table for "Projects - Current Year Planned Activity." This table is View only and no entries are needed.
Matching Funds Source	In order to enter matching fund data, click "Add New Source" and a "Matching Funds Source" Data Input Screen will appear with fields for entering particular kinds of data. The "Source of Funds" and "Amount" for <u>each different source</u> of matching funds must be entered <u>separately</u> on the Data Input Screen. Click "Add New Source," enter "Source of Funds and "Amount," and then click "Update." The "Matching Funds View Screen" will appear. Repeat "Add New Source" steps for each type of matching fund source. After clicking "Update" for the last matching fund source entry, the "Matching Funds" Data View Screen will appear. The total matching dollars in the "Amount" category in this table should equal the "Total" of "Match" funds shown in the "Cost and Funds" "Last Year's Recommended Funds by Source" table.

State Grant and Loan Program
Projects - Current Year (Part IIA) Details and Scheduling Screen

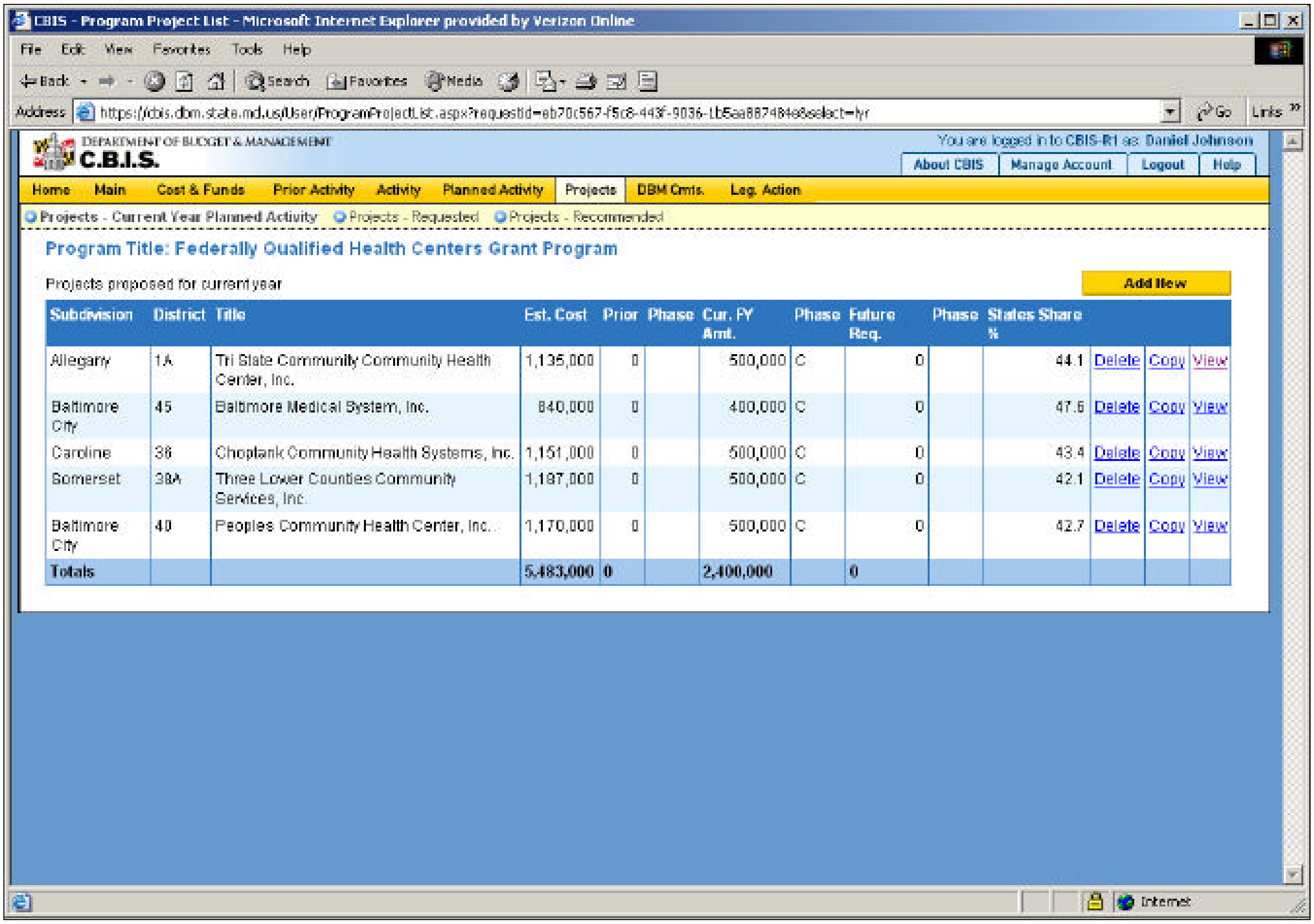


Click on "Details and Scheduling " on the light yellow tool bar. Text may be directly entered into this screen.	
Net Sq. Ft.	Enter the numerical value if applicable.
Gross Sq. Ft.	Enter the numerical value if applicable.
Efficiency Factor	After clicking "Save," CBIS will calculate the efficiency factor based on Net and Gross Sq. Ft. entered.
Cost Per GSF	The cost per gross square foot should be determined by dividing only the construction cost by the total gross square feet. Do not include any costs of acquisition, planning, or equipment.
Program Status	Facility programs are required for certain grant programs. From the drop-down menu select the appropriate response.
Duration of Design	Enter the actual, or anticipated, number of months to design the project. Enter the starting date of the design in a numerical format (Month/Day/Year).
Duration of Construction	Enter the actual, or anticipated, number of months to construct the project. Enter the starting date of the construction in a numerical format (Month/Day/Year).

State Grant and Loan Program
Projects - Current Year (Part IIA) Details and Scheduling Screen (Continued)

Supporting Comments & Project Justification	OPTIONAL. Provide a brief summary of the facility problem, how the problem has interfered with the delivery of services, how this project will solve the problem, and the outcomes expected. Click “Save” and the “Main Information” View Screen for the specific project will appear. To view the information entered, click on “Details and Scheduling” on the light yellow tool bar. After entering design and construction data and clicking “Save,” CBIS will calculate the end dates for design and construction.

State Grant and Loan Program
Projects - Current Year (Part II) Screen



Subdivision	District	Title	Est. Cost	Prior	Phase	Cur. FY Amt.	Phase	Future Req.	Phase	States Share %			
Allegany	1A	Tri State Community Community Health Center, Inc.	1,135,000	0		500,000	C	0		44.1	Delete	Copy	View
Baltimore City	45	Baltimore Medical System, Inc.	840,000	0		400,000	C	0		47.6	Delete	Copy	View
Caroline	36	Choptank Community Health Systems, Inc.	1,151,000	0		500,000	C	0		43.4	Delete	Copy	View
Somerset	38A	Three Lower Counties Community Services, Inc.	1,187,000	0		500,000	C	0		42.1	Delete	Copy	View
Baltimore City	40	Peoples Community Health Center, Inc.	1,170,000	0		500,000	C	0		42.7	Delete	Copy	View
Totals			**5,483,000**	**0**		**2,400,000**		**0**					

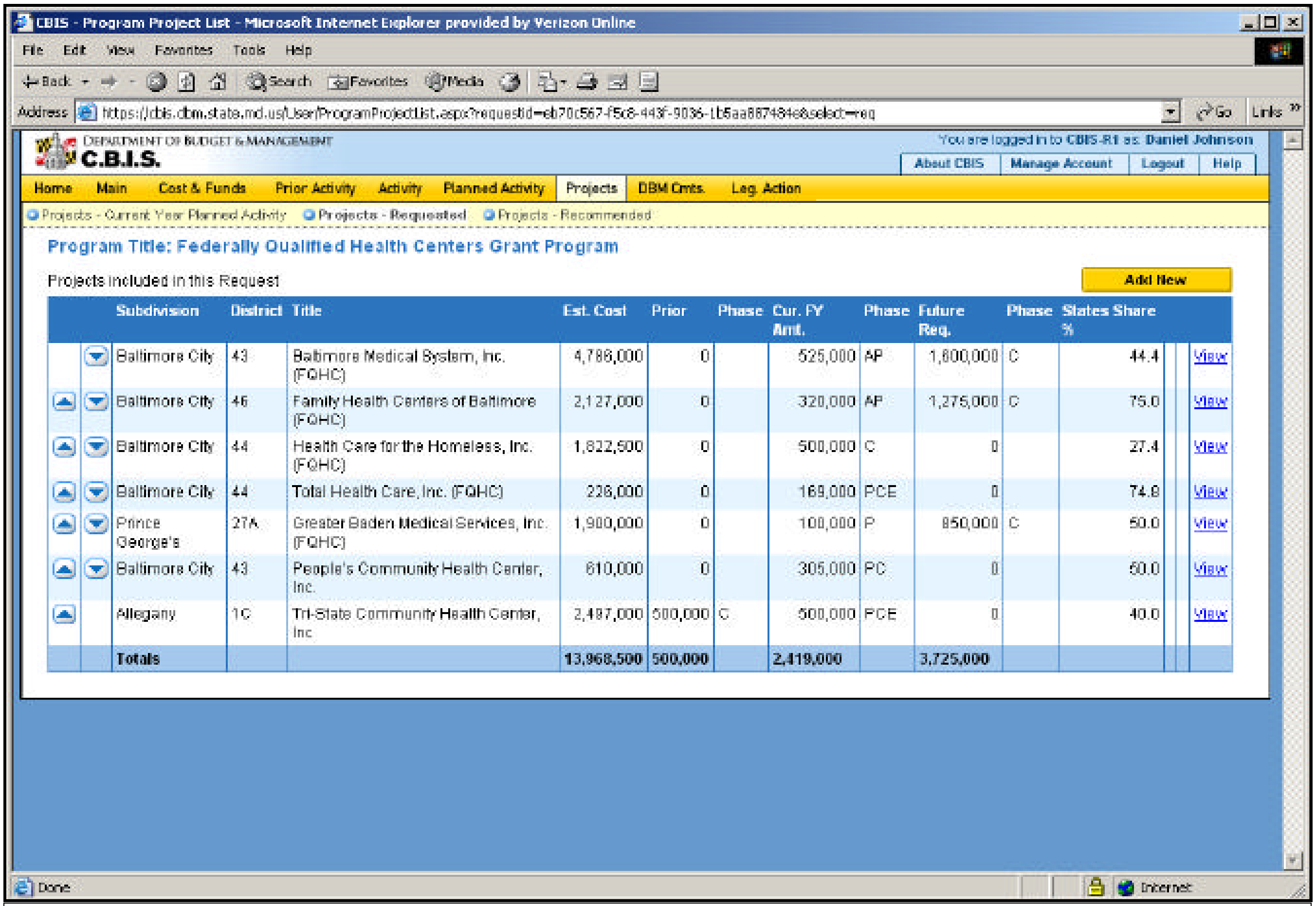
As the current year projects are entered or edited, CBIS updates the "Projects - Current Year Planned Activity" summary page (Part II). All fields are populated from data entered for individual projects. Additionally, CBIS calculates the "Totals" for "Est. Cost," "Prior Auth," "Current FY Amount," and "Future Request." This is a "View" only screen. In order to change information entered, click "View" on the particular project of concern. After making any changes click "Save," and return to this screen to view the changes.

The "Current FY Amount" Total must be the same as the "Encumbrances" amount entered on the "Planned Activity" screen. If the "Current FY Amount" is less than the "Encumbrances" amount, a New Project entitled "Other, To Be Determined" should be entered. Insert "Statewide" for "Legislative District" and "Subdivision" in the "Main Information" screen. In the project "Cost & Funds - Last Year" Screen, enter the dollar amount as "Other" in the "Last Year's Recommended Phase Breakdown by Cost" table and in the appropriate fund source in "Last Year's Recommended Funds by Source" table. The amount entered should balance the "Current FY Amount" in the "Projects - Current Year Planned Activity" Screen and "Encumbrances" in the "Planned Activity" Screen .

If the "Current FY Amount" is more than the "Encumbrances" amount and the "Total Available for Next Fiscal Year" (Planned Activity screen) is "0", then the funding for a project must be reduced so that the "Current FY Amount" and the "Encumbrances" balance.

If the "Total Available for Next Fiscal Year" is greater than the difference between "Current FY Amount" and "Encumbrances," then the "Encumbrances" amount may be increased to match the "Current FY Amount."

State Grant and Loan Program
Projects - Requested (Part III) Screen



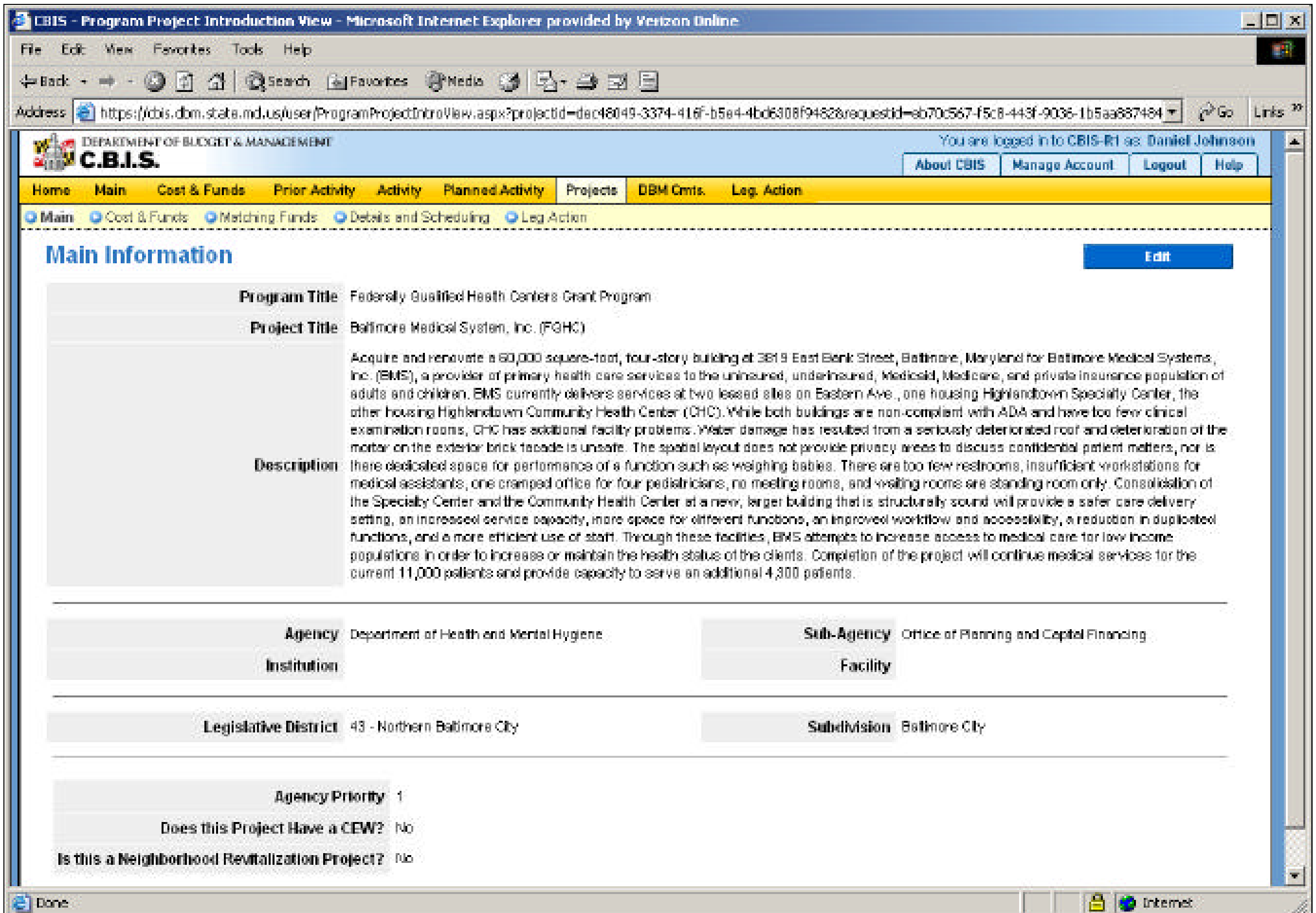
Subdivision	District	Title	Est. Cost	Prior	Phase	Cur. FY Amt.	Phase	Future Req.	Phase	States Share %	
Baltimore City	43	Baltimore Medical System, Inc. (FQHC)	4,786,000	0		525,000	AP	1,600,000	C	44.4	View
Baltimore City	46	Family Health Centers of Baltimore (FQHC)	2,127,000	0		320,000	AP	1,275,000	C	75.0	View
Baltimore City	44	Health Care for the Homeless, Inc. (FQHC)	1,822,500	0		500,000	C	0		27.4	View
Baltimore City	44	Total Health Care, Inc. (FQHC)	226,000	0		169,000	PCE	0		74.8	View
Prince George's	27A	Greater Baden Medical Services, Inc. (FQHC)	1,900,000	0		100,000	P	850,000	C	50.0	View
Baltimore City	43	People's Community Health Center, Inc.	610,000	0		305,000	PC	0		50.0	View
Allegany	1C	Tri-State Community Health Center, Inc	2,497,000	500,000	C	500,000	PCE	0		40.0	View
Totals			13,968,500	500,000		2,419,000		3,725,000			

Click "Projects" on the dark yellow tool bar; "Projects-Requested" will automatically be highlighted on the light yellow tool bar. If you are already working in the "Projects" menu, you may need to click "Projects - Requested" on the light yellow tool bar.

This table lists the individual projects that are being submitted for funding in the next budget year. The table will be populated automatically as information is entered for each new project on the screens that follow. CBIS should roll over your projects from last year's budget submission. However, you may also add new projects by clicking "Add New."

Once a project is added, the "Projects - Requested" screen will allow "Delete" and "View" of each project. When the "Delete" option is selected, the project is deleted and cannot be retrieved. Clicking "View" will allow access to the sub-menus for each project.

State Grant and Loan Program
Projects - Requested (Part IIIA) Main Screen



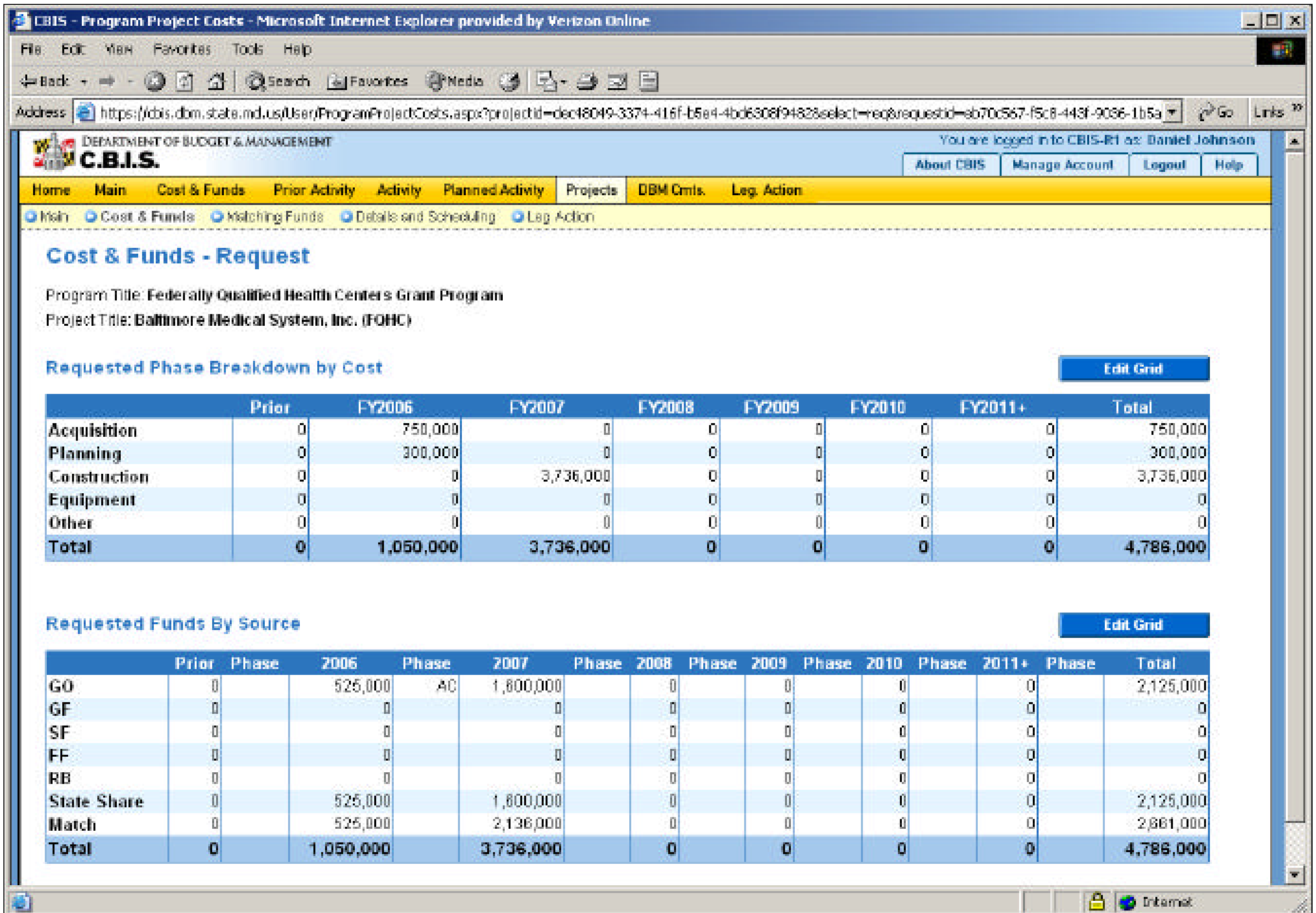
To enter a new project: click "Add New," and an Input Screen will appear.
Text can be directly entered on this Screen.
To edit an existing project: click "View." Then click "Edit," and an Input Screen will appear.
Text can be directly entered on this Screen.

Project Title	Enter the name of the project.
Description	Describe the project and explain what is included in the scope of work and performance characteristics of the project. The first sentence should begin with a verb which indicates the specific capital activity (e.g. design, construct) that the grantee will undertake with the funds. The remainder of the sentence should indicate the location, the name of the grantee, a description of the services that the grantee provides, and the specific kinds of clients who receive the services. The remainder of the description should contain the following: • If the project is phased, note the number of phases and the phase to be funded with this request. A description of the phases should then be described in a subsequent screen entitled "Supporting Comments and Justification". • The existing facility problems that the capital funding is intended to solve.

State Grant and Loan Program
Projects - Requested (Part IIIA) Main Screen (Continued)

Description (Continued)	• A description of how the facility problem has interfered with the effective delivery of the grantee's services. • A description of how completion of the capital project will improve the grantee's delivery of services. • The number of clients who need to be served. • The number of clients currently served. • The number of clients who will be served upon completion of the project.
Agency	No entry required.
Sub-Agency	No entry required.
Institution	No entry required.
Facility	No entry required.
Legislative District	From the drop-down menu, select the Legislative District in which the project is located.
Subdivision	From the drop-down menu, select the subdivision in which the project is located. If more than one county, select "regional" or "Statewide" depending on extent of service area.
Agency Priority	This field is populated by CBIS.
Does This Project Have a CEW?	Indicate if a Cost Estimate Worksheet is available for this project by clicking on "Yes" or "No." If you click "Yes," a "CEW" option will appear on the light yellow tool bar. See Section 9 for instructions on completing a CEW.
Is this a Neighborhood Revitalization Project?	Insert "Yes" or "No" in the appropriate circle. A Neighborhood Revitalization Project is a project in a neighborhood designated as a priority funding area where State and local governments want to target their efforts to encourage and support development and new growth. Examples include the Canal Place Redevelopment, Salisbury Regional Claims Center, or Preston Streetscape Improvements.
Click "Save." For the "Save" command to function, it is necessary that at least the "Title," "Agency," "Legislative District," and "Subdivision" information fields be completed. If this information has been entered, the "Main Information" View Screen will appear showing all of the information that you have just entered. To make changes or additions, click "Edit" and enter changes. When complete, click "Save" to keep changes; click "Cancel" to exit without making changes.	

State Grant and Loan Program
Projects - Requested (Part IIIA) Cost & Funds Screen



	Prior	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011+	Total
Acquisition	0	750,000	0	0	0	0	0	750,000
Planning	0	300,000	0	0	0	0	0	300,000
Construction	0	0	3,736,000	0	0	0	0	3,736,000
Equipment	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	1,050,000	3,736,000	0	0	0	0	4,786,000

	Prior	Phase	2006	Phase	2007	Phase	2008	Phase	2009	Phase	2010	Phase	2011+	Phase	Total
GO	0		525,000	AC	1,600,000		0		0		0		0		2,125,000
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	0		525,000		1,600,000		0		0		0		0		2,125,000
Match	0		525,000		2,136,000		0		0		0		0		2,661,000
Total	0		1,050,000		3,736,000		0		0		0		0		4,786,000

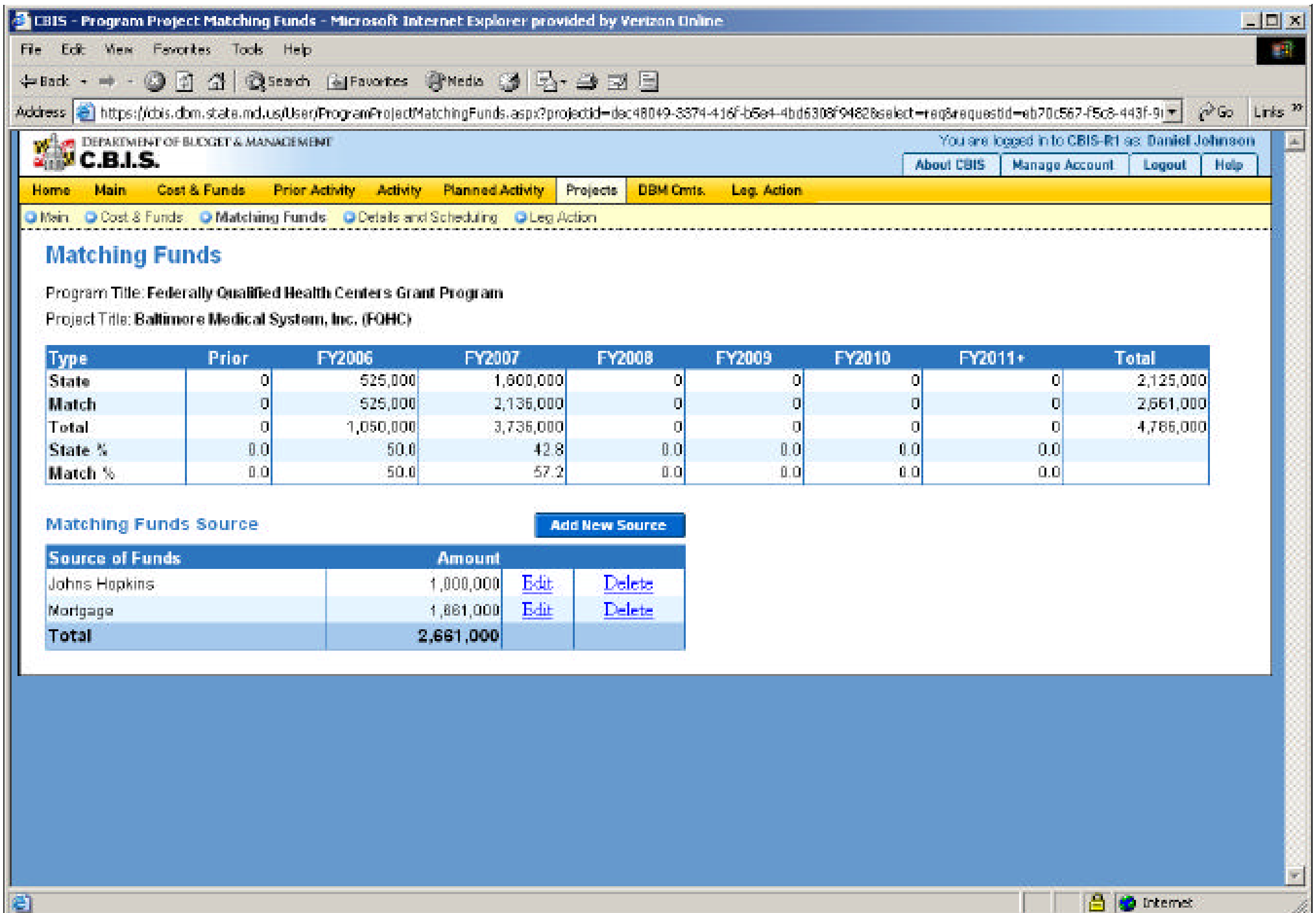
Click on “Cost & Funds” on the light yellow tool bar.

Requested Phase Breakdown by Cost	Click “Edit Grid” for “Requested Phase Breakdown by Cost.” An Input Screen will appear with “fields” to enter by fiscal year and project phase (APCE). This table should show the total cost of the project, regardless of the source of funding. In the “Prior” column, enter any prior funding that may have been allocated for this project by type of activity. In the fiscal year columns enter the amount of funds being requested for the project (rounded to the nearest $1,000) in the appropriate cell. Click “Save.” CBIS will calculate the row and column totals and populate the Match and Total rows in the “Requested Funds By Source” table.
Requested Funds By Source	Click “Edit Grid” for “Requested Funds by Source.” An Input Screen will appear with “fields” to enter the required fund source data. In this table, only enter the amount of State funds authorized or to be requested for the project. Enter the type of any State funds that may have previously been allocated for this project in the “Prior” column.

State Grant and Loan Program
Projects - Requested (Part IIIA) Cost & Funds Screen (Continued)

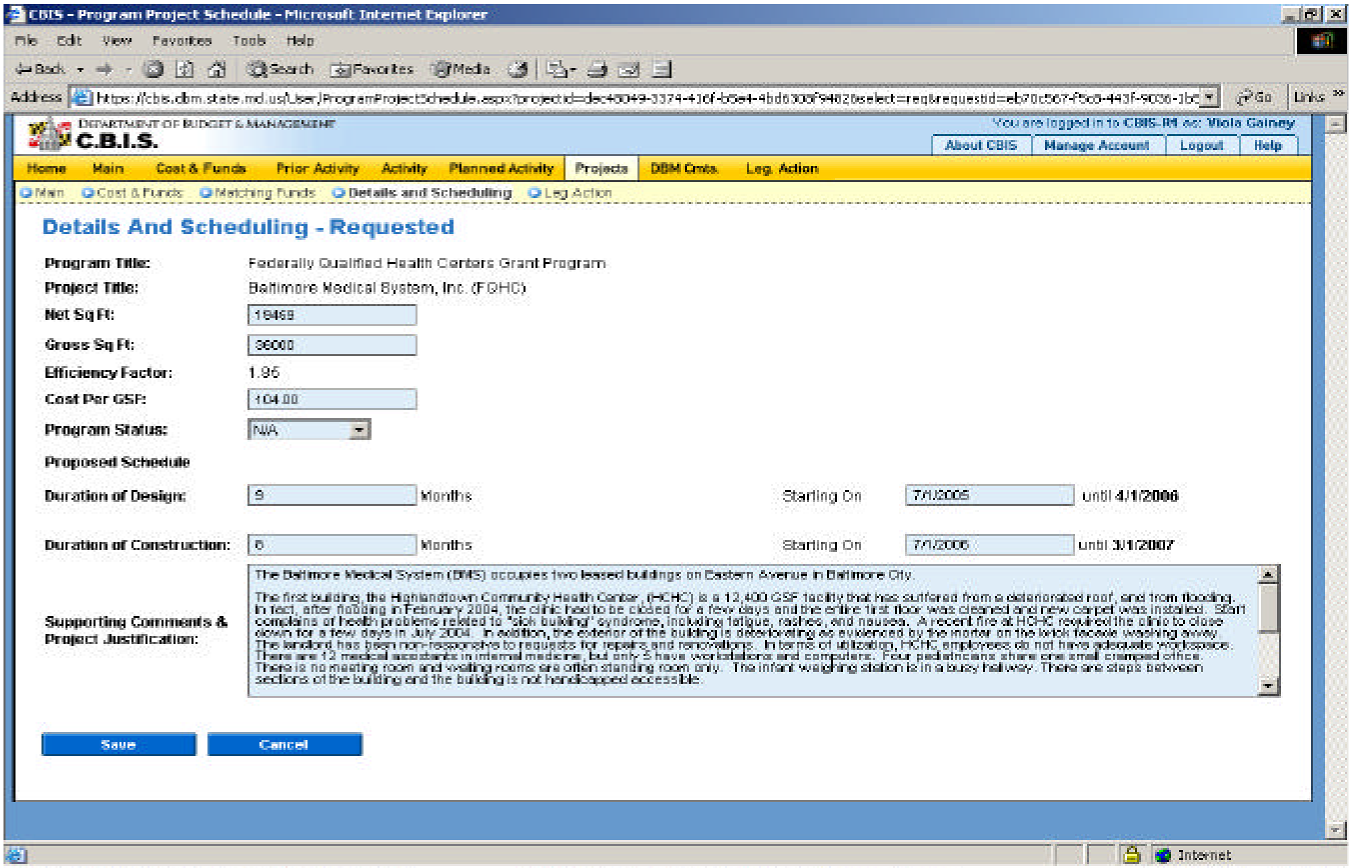
Requested Funds By Source (Continued)	In the future fiscal year columns, enter the State funds being requested (rounded to the nearest $1,000) in the appropriate cell. In addition, indicate the project phase by using capital letters in both the “Prior” and future fiscal year columns. Use A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively. Click “Save.” The Data View Screen for “Cost & Funds - Request” will appear. CBIS will calculate the row and column totals, the “State Share,” and the “Match” required (Total minus State Share).

State Grant and Loan Program
Projects - Requested (Part IIIA) Matching Funds Screen



Click "Matching Funds" on the light yellow tool bar, and a "Matching Funds" View Screen will appear.	
Matching Funds Type	The "Matching Funds" table will be populated based on information you entered in prior screens.
Matching Funds Source	In order to enter matching fund data, click "Add New Source" and a "Matching Funds Source" Data Input Screen will appear with fields for data entry. The "Source of Funds" and "Amount" for <u>each different source</u> of matching funds must be entered <u>separately</u> on the Data Input Screen. Click "Add New Source," enter "Source of Funds and "Amount," and then click "Update." The "Matching Funds" View Screen will appear. Repeat "Add New Source" steps for each matching fund source. After clicking "Update" for the last matching fund source entry, the "Matching Funds" Data View Screen will appear. The total matching dollars in the "Amount" category in this table should equal the "Total" of "Match" funds shown in the "Matching Funds by Type" table.

State Grant and Loan Program
Projects - Requested (Part IIIA) Details and Scheduling Screen



Click on “Details and Scheduling ” on the light yellow tool bar. The “Details and Scheduling - Requested” Data Input Screen will appear.	
Net Sq. Ft	Enter numerical value if applicable.
Gross Sq. Ft	Enter numerical value if applicable.
Efficiency Factor	After clicking “Save,” CBIS will calculate this field based on the Net and Gross Sq. Ft. entered.
Cost Per GSF	The cost per square foot should be determined by dividing only the construction cost by the total gross square feet. Do not include any costs of acquisition, planning, or equipment.
Program Status	Facility programs are required for certain grant programs. From the drop-down menu, select the appropriate response.
Duration of Design	Enter the actual or anticipated number of months to design the project. Enter the starting date in a numerical format (Month/Day/Year).
Duration of Construction	Enter the actual or anticipated number of months to construct the project. Enter the starting date in a numerical format (Month/Day/Year).

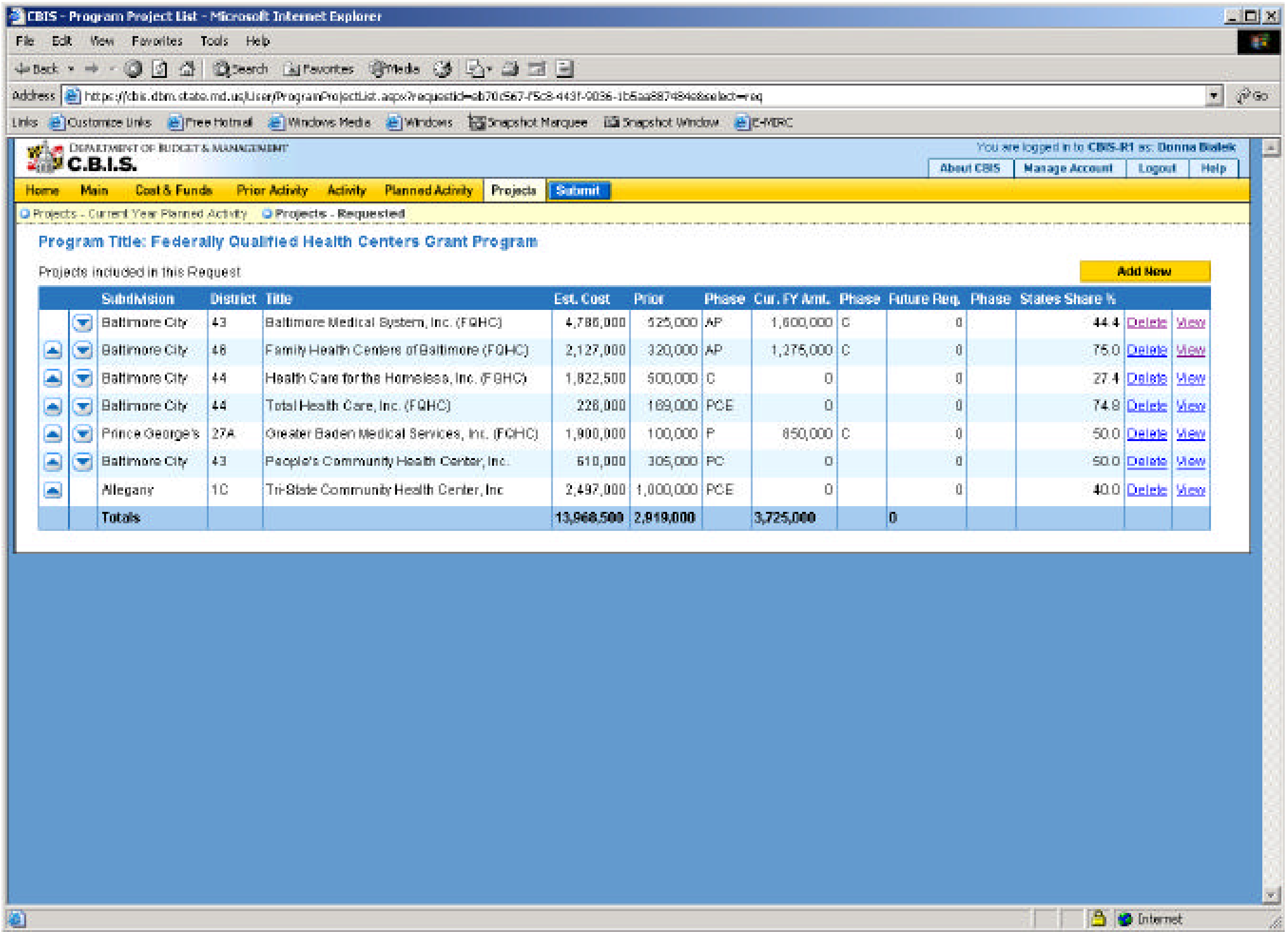
State Grant and Loan Program
Projects - Requested (Part IIIA) Details and Scheduling Screen (Continued)

Supporting Comments & Project Justification	Include a description and justification of the project in sufficient detail to indicate clearly the nature of the work to be funded. Expand on the general rationale for the project included in the project description. Include the size of the facility in GSF and NSF, what the project is, location, and any secondary components of the project, if applicable. Address facility problems, causes of the problems, and consequences to the delivery of services. Be sure to provide quantitative data, where appropriate, to support the project justification. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. Indicate if there are any issues that will be dealt with, such as historic preservation or project phasing. In developing the supporting comments, three issues should be addressed. They are: 1) descriptions of the facility problem(s), 2) consequences of the facility problem(s), on service delivery, and 3) outcomes. **Facility Problem(s).** There are generally three types of facility problems that could characterize a project: insufficient space, functional inadequacy of existing space, and obsolescence or deficiencies in existing space. One or more of the facility problems could be involved in a project. "Insufficient space" means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space. The "functional inadequacy of space" means that the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose. For example, using space for clinical examinations that was previously used for radiological services would have to be changed for the more effective delivery of the clinical services. "Obsolescent/deficient space" means that the space is out-dated or is defective in some way. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity. **Consequences on Operations/Service Delivery.** After describing the facility problem(s), state its consequences on the operations within the building and the delivery of services from the building. For example, did the lack of sufficient space cause the school to turn away students, the hospital to go to "flyby" status, the prison to use dayroom space for inmate housing, or the research lab to decline a grant to conduct research studies on a new cure for some disease. It is necessary to develop the analysis of these impacts. Even if the students could be accommodated, the patients treated, the prisoners housed, or the research grant accepted, it is necessary to discuss how adapting the existing facility to these various actions can interfere, or be expected to interfere, with the effective delivery of services. For example, accepting more students, without increasing available space, might create overcrowded classes, while use of dayroom space for inmate housing might necessitate the need for more guards for security. **Outcomes.** It is also important to discuss the "outcome" that is expected to occur as a result of an effectively delivered service. An "outcome" means the desired improvement in the condition or situation of the customers that arises from use of a State Agency's services. For example, increased space for prison housing might reduce the number of inmates harmed as a result of unsafe housing conditions.

State Grant and Loan Program
Requested Program Project (Part IIIA) Details and Scheduling Screen (Continued)

Supporting Comments & Project Justification (Continued)	Presentation of the above material should emphasize the use of quantitative data. For example, if insufficient space is the facility problem, then quantify the shortfall, being sure to cite the space standards used to arrive at the determination. Service/operations problems should also be measured using data. Referring to the above examples, measure the number of prisoners in dayroom space, the number of students turned away, and the number of grants declined. Measurement of outcomes is particularly important because it indicates the degree to which the project's services are meeting the customer's needs. In the above prison example, data could be provided indicating the number of "safety incidents." Finally, be sure that all numbers in the write-up (NSF, GSF, etc.) agree with supporting documents such as the CEW or other sections of the CBIS worksheet. A note of **caution**. The use of a text file is the preferred method to "cut and paste" in this text box. If you attempt to "cut and paste" from Word, the formatting functions may be lost. Click "Save." The "Main Information" Screen for this project will appear. To review the data you just entered, click on "Details and Scheduling" on the light yellow tool bar.

State Grant and Loan Program
Projects - Requested (Part III) Screen



“Projects - Requested” on the sub menu, should be highlighted. If not, click on the menu bar to highlight.	
Projects Included in this Request	As projects are entered, CBIS updates the “Projects - Requested” summary page (Part III). All fields are populated from data entered for individual projects. Additionally, CBIS calculates the “Totals” for “Est. Cost,” “Prior Auth,” “Current FY Amount,” and “Future Request.” This is a “View” only screen. In order to change information entered, click “View” on the particular project of concern. After making any changes, click “Save” and return to this screen to view the changes.
Project Request Total	The “Current FY Amount” Total must be the same as the amount requested in the next fiscal year. If the “Current FY Amount” Total is less than the amount requested in the next fiscal year, a New Project entitled “Other, To Be Determined” should be entered. Insert “Statewide” for “Legislative District” and “Subdivision” in the “Main Information” screen. In the **project** “Cost & Funds - Request” Screen, enter the dollar amount as “Other” in the “Requested Phase Breakdown by Cost” table and in the appropriate fund source of the “Requested Funds by Source” table. The amount entered should balance the “Current FY Amount” in the “Projects - Requested” Screen with the amount requested in the next fiscal year.

State Grant and Loan Program
Projects - Requested (Part III) Screen (Continued)

Prioritizing Projects	Once all of the projects are entered into the "Projects - Requested" screen, the projects must be prioritized from highest priority to lowest priority. On the "Projects - Requested" screen, to the left of each project, there are up-arrow and down-arrow buttons. Clicking the "Up" button will move the project up in the priority list. Projects should be moved up or down so that this screen shows the projects in rank order from highest (listed first) to lowest (listed last.) In the example above, "Baltimore Medical System, Inc." is the agency's first priority, "Family Health Centers of Baltimore" is the second, and "Tri-State Community Health Center, Inc." is the seventh or lowest priority. After ranking all of the projects, you can "View" a project. On the "Main Information" screen for each project, CBIS populates the "Agency Priority" field based on where the project is located on the "Projects - Requested" screen. If this ranking is not correct, click on "Projects - Requested" and move the project up or down the list as needed.